

# HAFZA SHARUKH

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## OBJECTIVE

TO SEEK A CHALLENGING CAREER AND TO BE A PART OF AN ORGANIZATION WHERE THERE IS AMPLE OF OPPORTUNITY FOR GROWTH AND DEVELOPMENT AND THAT OFFERS SECURITY AND PROFESSIONAL GROWTH WHILE BEING RESOURCEFUL, INNOVATIVE AND FLEXIBLE.

## EXPERIENCE

**CHARTERED ACCOUNTANT ARTICLE** | S SURESH KUMAR & ASSOCIATES, CA FIRM | SEPT 2014 – SEPT 2016

### **Job Profile :**

- **Computation of Value Added Tax (VAT).**
- **Preparation and Finalization of Financial Statements** of different entities such as Companies (with huge and less turnover), Wholesalers, Retailers, Firms, Joint Ventures, Hotels, Military Hospital Canteen, Financiers, Schools, etc.
- **External and Internal Audits** of different entities such as Kerala Land Information Mission, Civil Supplies, Federal Bank, South Indian Bank, Construction Companies, Schools, etc.
- **Concurrent Audit** of Banks.
- Have conducted **Bank Audit, Tax Audit, Government Audit and School Audit.**
- **Computation and E-Filing of Income Tax Returns** of Individuals, Firms and Companies.

## TRAINING PROGRAMME ATTENDED

- INFORMATION TECHNOLOGY TRAINING COURSE | 2014 | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
- GMCS 1 | 2014 | INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
  - Management & Communication Skills

## EDUCATION

### **CA - INTERMEDIATE | 2014 | INSTITUTE OF CHARTERED ACCOUNT OF INDIA**

- GROUP 1 – Cleared (First Attempt)

### **CA - CPT | 2013 | INSTITUTE OF CHARTERED ACCOUNT OF INDIA**

### **BACHELOR OF COMMERCE | 2016 | UNIVERSITY OF KERALA**

- Major: **TAXATION** – (Graduated)

### **INDIAN SCHOOL CERTIFICATE (ISC) | 2012 | HOLY ANGELS' ISC SCHOOL**

- GPA : 7.2

### **INDIAN CERTIFICATE OF SECONDARY EDUCATION | 2010 | HOLY ANGELS' ISC SCHOOL**

- GPA : 8.4

## SKILLS & ABILITIES

- Professional Skepticism, Professional Judgement and Professional Behavior.
- Technical knowledge backed by basic human qualities.
- Ability to maintain integrity, objectivity and independence in the approach to audit work.

## PERSONAL PROFILE

Husband's Name : Sharukh Zalam

Nationality : Indian

Sex : Female

Date of Birth : 01 Oct, 1994

Marital status : Married

Visa Status : Family Joining

Driving License : India

## LANGUAGE SKILLS

<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Passive</b>
<i>English</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Arabic</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>
<i>Malayalam</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Tamil</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

## HOBBIES

- I was born with a reading list I will never finish.

I hereby declare that the particulars furnished above are correct to the best of my Knowledge and Belief.

Muscat, May 2017

### **Reference:**

**S Suresh Kumar**

S Suresh Kumar & Associates.

Chartered Accountant, FCA, Kerala, India.

GSM - 00919995943444.