

AMIR HASAN

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❖ Career Objective

- Looking for a challenging and growth-oriented career in an organization of repute and to make a meaningful contribution to the development of the organization while concurrently upgrading my skills & knowledge.

❖ PROFESSIONAL & ACADEMIC QUALIFICATION

Degree/Course	Institution	Percentage/Marks
CA-FINAL 2 nd Group	The Institute of Chartered Accountants Of India	233
CA-FINAL 1 st Group	The Institute of Chartered Accountants Of India	219
CA-IPCC	The Institute of Chartered Accountants Of India	443
CA-CPT	The Institute of Chartered Accountants Of India	116
Post Graduation	Pandit Deendayal Upadhyaya Shekhawati University	61.95%
Graduation	Pandit Deendayal Upadhyaya Shekhawati University	63.00%
Higher Secondary	Board of Secondary Education, Rajasthan	84.00%
Secondary	Board of Secondary Education, Rajasthan	74.83%

❖ WORK EXPERIENCE

<i>Dec 19 - Dec 22</i>	<i>Manoj Kumar Sharma & Co. (CA Firm)</i>	<i>Article Assistant</i>
• Engaged in Filling of Income Tax Returns of Private Ltd Companies, Partnership Firms, and Individuals.		
• ROC Compliance under Companies Act 2013. (AOC-4, MGT 7, MGT 9, CHG 1, ADT 3)		
• Filling of TDS and GST Returns other Compliance and GST Audit (GSTR-1, GSTR-3B,GSTR-4,CMP-08 GSTR-9, GSTR-9A)		
• Vouching of various books like Purchase book, Cash book, Sales Ledger Compliance of A.S, TDS, and Companies Act 2013.		
• Preparation of Profit/loss A/c & Balance sheet of Companies, Partnership Firms, and Individuals.		
• Finalization of accounts of various Companies, Passing routine entries in tally, Account & bank reconciliation.		
• Independently & Regularly Conducted Tax Audit and Company Audit (Partnership firm, Trust, Individuals)		
• Preparation of Tax Audit Report in form 3CA/3CB with statement of particulars in form 3CD.		
• TDS/ TCS reconciliation with respect to 26AS.		

❖ SKILLS AND EXTRA-CURRICULUM

- Proficient in MS Office – Word, Excel, Outlook, Power BI.
- Working knowledge on Tally Prime and Compu Office.
- Adept in accounting software packages like Tally.