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.

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| * **PROFESSIONAL & ACADEMIC QUALIFICATION** | | |
| **Degree/Course** | **Institution** | **Percentage/Marks** |
| CA-FINAL  2nd Group | The Institute of Chartered Accountants Of India | 233 |
| CA-FINAL  1st 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% |

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| * **WORK EXPERIENCE** |
| *Dec 19 - Dec 22* ***Manoj Kumar Sharma & Co. (CA Firm)*** *Article Assistant* |
| * 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 CompaniesAct 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 withstatement of particulars in form 3CD. * TDS/ TCS reconciliation withrespect 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 softwarepackages like Tally.