**ADIBA MARUF**

Telephone: 03322172908(R), 9903649997(M)

E-mail: adibamaruf@yahoo.in

Wants to reach the zenith of professional excellence through sincerity, hard work and self- motivation.

**EXPERIENCE**

Article training from **A.Kayes & Co**., working on different clients for auditing, taxation etc. (three and a half years)

Conducted audit of PSUs with the Audit Team of the Firm.

Last assignment was Tax Audit of Hindustan Copper Limited – during my post article-ship period.

**EDUCATION**

2014 (may) – Chartered Accountancy, Institute of Chartered Accountants of India.

2007-2010 – Bachelor of Commerce (Hons) St. Xavier’s College, Kolkata with 72.5%

(Outstanding certificate in academics)

2007- ISC from Saifee Hall, Kolkata with 91.2%

2005- ICSE from Loreto Day School, Elliot Road Kolkata with 76%

**COMPUTER SKILLS**

Well versed with MS Office

Working knowledge of Tally

Completed Compulsory 250 hours of Computer Training as per ICAI curriculum schedule.

**CO-CURRICULAR ACTIVITIES**

Participated in elocution, quizzes and painting competition in school

Raised funds and sponsorships for events in school

Volunteered for insignia (management fest of Xavier’s) and xavotsav

**STRENGTHS**

Sincere, Positive attitude, Hardworking, Focused on achievements of targets, Meeting deadlines.

**INTERESTS**

Teaching poor children, socializing with relatives and friends, gardening

**PERSONAL**

Address: 8/1, Sandal Street, First Floor Kolkata -700016

Date of Birth: 10thApril 1989

Marital Status: Single

**REFERENCE**

Will be provided when advised