 

92/2, Patparganj Village,

Mayur Vihar Phase- 1,

New Delhi-110091

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NAFISA PRAVEEN

**Objective**

To pursue a career in the field of Finance, Accounts and Taxation, where I would apply my knowledge and experience to develop high caliber professional ideas and effective management technique to contribute towards the value addition of the organization.

**Work experience**

**1. MMR GROUP ,Sector 57 Noida- 201301**

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| **Position: Manager Accounts (Aug,2017 to Mar,20)** |

**Worked withMMR Group**have **its core business of construction, Hotels, Education Institutes, Retail business, Food chains,etc. where my job responsibilities are as follows:**

**Accounting& Taxation**

•Responsible for the accurate and timely completion of financial statements.

•Also accountable for income and expenses are properly recorded in correct head and in accordance with Accounting standards.

•Reviewed divisional financial statements for accuracy.

•Performed accounts analysis and reconciliations.

•Preparing Bank Reconciliation Statements and monthly banking MIS reports.

**MIS Reporting**

Responsible for collecting, analyzing & presenting various accounting and financial information used by management for planning and control purpose. Also ensures statutory compliance as per applicable laws.

**2. EDMAC Engineering Consultant India Pvt. Ltd.**

**South Ex-II, Delhi-110094**

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| **Position: Manager Accounts (Oct,2012 to July,2017)** |

**Worked with EDMAC ENGINEERING CONSULTANT INDIA Pvt. Limited a ConsultantEngineering Company where my job responsibilities are as follows:**

**Accounting& Taxation**

•Responsible for the accurate and timely completion of financial statements.

• Also accountable for income and expenses are properly recorded in correct head and in accordance with Accounting standards.

•Reviewed divisional financial statements for accuracy.

•Performed accounts analysis and reconciliations.

•Acted as a liaison between Finance and other departments.

•Preparing Bank Reconciliation Statements and monthly banking MIS reports.

•Handling Quarterly TDS and Half Yearly Service Tax Return.

• Responsible for timely payments of Taxation Dues.

**Project Experience:**

Managing & payments of huge contracts, being part of grass root project having experience from initiating purchase requisition to finalization of contract.

**MIS Reporting**

Responsible for collecting, analyzing & presenting various accounting and financial information used by management for planning and control purpose. Also ensures statutory compliance as per applicable laws.

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| **Articleship (From April,2009 to Sept,2012)** |

**Narendra Bansal& Co.(Chartered Accountants)Rohini sector-9, New Delhi.**

**Work profile**: Audit Management /Accountancy/Taxation

**Nature of Duty Performed:**

* Accounting Work (Computerized).
* Auditing and Taxation Work.
* Handling TDS Returns, TDS Revise Returns, Income Tax Returns (Individual, Firm & Company).
* Bank Reconciliation Work.
* Party Account Reconciliation
* Statuary Audit
* Bank Audit
* Indirect Tax

**Tax audit**

* Sherry Chemicals &Pharmaceuticals Pvt. Ltd., Delhi
* Rajendra prashad (senior consultants),Delhi
* Sai constructions, Delhi
* Muthuswamy Rajaram(Advocate)
* General insurance public sector Co.
* Saurav Footwear Pvt Ltd.
* Kanwar Singh Tanwar

**Statuary Audit**

* IFCI Infrustructure Development Limited
* Fraser Suites
* Prakash Infrustructure Development Private Limited.
* OcusSkyscraperes Realty Limited.

**Bank Audit**

* Punjab National Bank (Vasundhra Branch)
* Oriental Bank Of Commerce(Gurgaon)

**Internal Audit**

* Dev Bhumi cold chain Pvt Ltd
* Saurav Footwear Ltd.
* Jainco Footwear.

**Accounting work**

* The OFG Group housing society
* Gagandeep contractors.
* Sanguine insurance brokers pvt. Ltd

**TDS work**

* The oriental insurance co.ltd(covering mostly DO’s and Branch offices),Delhi
* Director of Doordarshan,Delhi.
* Sanguine Insurance Brokers Pvt. Ltd
* Saurav Footwear Limited.

**Indirect Tax**

* Service tax return
* Surrender of ST No.
* Sales Tax

**Academic qualifications**

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| **Qualification** | **School/College/ University** | **Course** | **Year of Passing** | **Marks Obtained**  **(%)** |
| Graduation | Delhi University | B.Com. | 2007 | 59 |
| XII | CBSE | Commerce | 2004 | 74 |
| X | CBSE | Commerce | 2002 | 72 |

**Professional qualifications**

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| **Qualification** | **Year of Passing** | **Marks Obtained (%)** |
| CA-Final | 2013 | 53 |
| CA- PCC | 2010 | 53 |

**Communication skills**

* Proficiency in English and Hindi language.
* Completed General Management and Communication Skill Program Organized by ICAI.

**Computer literacy**

* Proficiency in MS office, TALLY ,EX-Accounting Package, Webtel, Computex.
* Certificate holder of computer training course from Institute of Chartered Accountants of India.
* Certificate holder from DOEACC SOCIETY for DOEACC “O” LEVEL diploma of one year

**Personality**

* Capable of working long hours without physical stress.
* Working with composure to meet deadlines.
* Leadership and team spirit qualities.
* Curious about new ideas, and believe the task-oriented nature of the work in an organization will keep my interest and motivation high.
* Innovative and design oriented.

**Personal Details**

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| **Father’s Name**  **Sex:**  **Nationality:**  **Date of birth:**  **Marital status:** | Late Sh. Abdul Sattar  Female  Indian  July 08, 1986  Married |

**Salary**

* Expected salary – As per Negotiation

**( NAFISA PRAVEEN)**