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| <p>Contact:+918299439657 Email: mohdsalman4980@gmail.com</p> | <p>MOHAMMAD SALMAN Current Address: 93A/77, BAIDAN TOLA, UTTAR PRADSH, ALLAHABAD, INDIA</p> |
| <p>Career Objective</p> | <p>To employ my technical expertise and inter-personal skills within a challenging and dynamic workplace in the industry with solution oriented approach while contributing positively to the growth of organization.</p> |
| <p>Personal Attributes</p> | <p>Work Experience</p> |
| <p>Team Player Positive Attitude Strong Interpersonal Skills Quick Learner Effective Communicator Result Oriented Sincerity Dedication Always Ready to accept challenges Capability to grow and zeal to work hard A person to take challenges and solves honestly and smartly</p> <p><u>Core Competencies</u></p> <ul style="list-style-type: none"> • Proven track record to provide accurate financial services • In depth knowledge of filing tax returns and federal tax laws • Remarkable know how of accounting principles, financial reporting and banking procedures • Excellent communication skills • Detailed knowledge of legal & clerical procedures and transcription • Ability to multi-task and work in fast paced environment | <p>CURRENT JOB PROFILE:</p> <p>SIDDIQUI AND COMPANY – CHARTERED ACCOUNTANT FIRM Sector – Audit& Assurance, Accounting, Income Tax, Goods & Services Tax etc Currently working (January 2017- Current) Designation: Senior Accountant Allahabad, U.P, India.</p>  <p>Roles and Responsibilities:-</p> <ul style="list-style-type: none"> • Preparation of VAT/GST record, reconciliation and E-filing. • Provides financial information to management by researching and analyzing accounting data; preparing reports. • Prepares asset, liability, and capital account entries by compiling and analyzing account information. • Documents financial transactions by entering account information. • Recommends financial actions by analyzing accounting options. • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. • Substantiates financial transactions by auditing documents. • Maintains accounting controls by preparing and recommending policies and procedures. • Guides accounting clerical staff by coordinating activities and answering questions. • Reconciles financial discrepancies by collecting and analyzing account information. • Secures financial information by completing database backups. • Maintains financial security by following internal controls. • Prepares payments by verifying documentation, and requesting disbursements. • Answers accounting procedure questions by researching and interpreting accounting policy and regulations. • Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. • Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. • Maintains customer confidence and protects operations by keeping financial |

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| | <ul style="list-style-type: none"> ● ledger, A/P, A/R, generated P&L reports and Balance Sheets ● Carried out bank reconciliation activities and managed several client accounts independently ● Responsible for reviewing and correcting accounting entries ● Carried out various Audit such as: Statutory Audit, Revenue Audit, Concurrent Audit etc. ● Perform e-filing tasks as per schedule <p><u>Audit works Handled:</u></p> <ul style="list-style-type: none"> ● Statutory Audit of Punjab National Bank, Bank of India. ● Revenue Audit of United Bank & Central Bank of India, Punjab National Bank. ● Internal Audit of Central Bank of India, Baroda Gramin Bank. ● Internal Audit of United Insurance. ● Tax Audit of Individuals, Firms and Private limited Companies. ● Internal Audit of Naini Electricity Board Allahabad U.P India. |
| Academic Credentials | <p>Chartered Accountants - May 2022 INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA (ICAI) New Delhi, India</p> <p>Chartered Accountant Inter-2016 INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA (ICAI) New Delhi, India</p> <p>B.COM -2013 University of Allahabad Allahabad, India</p> <p>Intermediate- ISC -2010 Bishop Johnson School & College Allahabad, India</p> <p>High School- ICSE -2008 Bishop George School & College Allahabad, India</p> |
| Training | <p>Advance Information technology organized by ICAI Information technology organized by ICAI Orientation Program organized by ICAI General Management & Communication Skill organized by ICAI</p> |
| IT Credentials& Accounting Software | <p>Accounting Software: ERP, Tally, Busy, Marg, Computax (Tax, Audit, Gst, Tds, CMA) Application: MS Office, Team Viewer, Anydesk, Operating System: Windows 95,98 Me, XP, Vista, Windows 7, 8& 10</p> |
| Hobbies/Interest | Travelling, Games, Bike Riding. |
| Personal details | <p>Father's Name : Kamal Uddin Nationality : Indian Marital Status : Single Languages Known: English, Hindi, Urdu. Arabic</p> |