**RESUME**

**NUZHAT ADBUL SHAIKH Telephone:** 9833673530

**Email ID**:nuzhatjunaidnagori@gmail.com

**Career Objectives:**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grow by delivering the result.

**Education**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year** | **Grade** | **University** |
| Mcom | 2020 | A | Mumbai University |
| Bcom | 2018 | B | Mumbai University |
| HSC | 2015 | A | Maharashtra State Board |
| SSC | 2013 | A | Maharashtra State Board |

**PERSONAL INFORMATION**

* Date of Birth : 17th March 1997
* Gender : female
* Marital Status : married.
* Address **:** Room no 302, Bldg no 5, Gulmohar co-op hsc society, near L& T company Sakinaka Powai Mumbai – 400072.
* Nationality : Indain

**WORK EXPERIENCE**

4 year Article Assistant under Chartered Accountant firm name is A.G Lakhani Co. Hill Road, Bandra West 400050.

**Specialization:**

1. Income Tax

* Computing and filling of Income Tax Return.
* Income Tax Audit and Preparation of Tax Audit Report (3CA/3CB & 3CD).
* Calculating estimated Advance Tax installments in respect of Companies and Individuals.
* Handling other Income-tax related work viz. Refund claim, Rectification, penalty proceedings.
* Prepares Financial statements following all accounting policies and procedure.
* Review of TDS calculation and preparing and filing of TDS Returns.
* Responsible for calculation of the TDS on salary on monthly basis for all the employees of the clients. Filling the TDS Return of Salary & generating the Form 16 for all the employees of the clients.
* Responsible for calculation of TDS other than salary for all the clients & filling the TDS return of the same.
* Responsible for Computation of Income & personal P/L & Balance Sheet & filing the I.T. Return of the company & individuals.
* Handling the Rectification, Notices & Intimation from I.T. Department of all the key persons & of all the group companies.
* Preperation of cash flow statement and financial risk on capital investment.

2. Statutory & companies Audit

* Statutory Audit, Internal Audit and preparation of Report

3 . Other General Responsibilities

* Registration of Partnership Firm.
* Handling Income Tax Refund, Intimation.
* Pan card Application
* Tan Application
* Tally ERP 9
* Company Law all forms(ADT-1 , AOC-4 , DIR 3, MGT-7 ,DPT-3 etc )