

AZAD ALI

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Career opportunity in Finance & Accounts with a growth oriented organisation.

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| Current Role | : | Finance, Accounting & Auditor Work Expert |
| Current Industry | : | Career Convent College & CA Firm Part Time |
| Total Experience | : | 10 years |
| Present Location | : | Lucknow |

ACADEMIC QUALIFICATIONS

- MBA (Finance) From Lovelly Professional University -2015
- Master Degree from Kanpur University in 2012.
- Bachelor's Degree in Commerce (B.Com) – University of Lucknow in 2009.
- Passed Intermediate (10+2) from U.P. Board in 2006.
- Passed High School from U.P. Board in 2004.

PROFESSIONAL SYNOPSIS

Over 10 years post qualification experience in Finance and Accounts, Internal Audit, Taxation and Auditing. Presently doing Job as an account and audit executive in M/s RJCP Subhash Misra & Co. (a chartered accountancy firm) since April 2007 till Date.

I have worked the following during 10 years of workings experience:-

- Preparation and finalisation of Financial Statements and accounts.
- Look after the Income Tax / Vat /Service Tax & Sales Tax Matter.
- Scrutiny of books of accounts, Vouching of transactions, checking posting in Main Ledger and subsidiary ledger, Salary bills etc
- Reconciliation of various heads and bank reconciliation, verification of debtors & creditors etc
- Checking of Trail Balance, Profit & Loss account and the Balance sheet and consolidation thereof.
- Compliance as required under the companies Act'1956
- Tax Audit under section 44AB of the Income Tax Act'1961
- I have done Statutory, Internal, Concurrent and VAT audits of various Govt. Corporation /PSUs/ Bank / Limited and Private Limited companies

MAJOR ASSIGNMENTS HANDLED

Madhya Pradesh AIDS Control Society(MPSACS)

Madhya Pradesh AIDS Control Society is an organisation running a sexual health awareness programme under the guideline of NACO.

I have done Evaluation and JAT visit of MPSACS for F.Y-2012-13 and 2013-14 under the supervision of M/s RJCP Shubhash Misra & Co.(a chartered accountant firm)

Punjab National Bank (Jalandhar)

I have done statutory audit of Punjab National Bank (Jalandhar –Punjab) for F.Y-2013-14 under the supervision of M/s RJCP Shubhash Misra & Co.(a chartered accountant firm)

Baroda U.P. Gramin Bank (Shajhanpur UP)

I have done statutory audit of Barodra U.P. Gramin Bank (Shajhanpur –Uttarpradesh) for F.Y-2014-15 under the supervision of M/s RJCP Shubhash Misra & Co.(a chartered accountant firm)

CAREER CONVENT EDUCATIONAL TRUST & MEDICAL TRAUMA CENTRE

Have done internal audit & Care Taker of Account Career Convent Educational Trust & Medical Trauma Centre, a Charitable Trust registered under section 12 A and 80 G of Income Tax Act 1961, running 300 bedded hospital and 100 seats medical college approved by MCI.

Have done Internal Audit of MMC&H (Under RJCP Subhash Misra & Co.) for the financial year 2010-2011,2011-12, 2012-2013, 2013-2014, 2014-2015, and 2015-2016. We have look-after day to day Accounts and

: Matters related as required by the Medical Council of India with association with Principal of the

College.

: have done reconciliation of Fee received from students as well as other payment received form students

i.e. hostel charges, sports fee, security recd etc.

: Reconciliation of Payment made to the various contractors against capital expenditure.

: Compliance of various provisions of Income Tax Act and TDS provisions.

: Salary paid to Doctors and other staff of medical college.

: Library management i.e. verification of books purchased, stock management etc

: Provide proper assistance to Statutory Auditors.

AGRICULTURE DEPARTMENT (RAHMAN KHERA-LUCKNOW)

We have looked after the Audit matters , deal with the local bankers for financing to growers, We have done the above work Under RJCP Subhash Misra & Co.

Beside above have done various Tax Audit ,Bank Reconciliation work, Financial Consultancy etc.

WORK EXPERIENCE

- ❖ Three years experience as an article in M/s RJCP SUBHASH MISRA & CO. (a chartered accountant firm.)
- ❖ Three years experience as an accounting and audit staff in M/s RJCP SUBHASH MISRA & CO. (A chartered accountant firm.)
- ❖ I am working as Part Time Accountant in M/s OM TRADERS (a trading concern), Gomti Nagar, Lucknow since April 2008 till date .
- ❖ I have worked as Part Time Accountant in ASIAN INSTITUTE OF MANAGEMENT (AIM) (a N.G.O.), Sarvodaya Nagar, Lucknow from October 2011 to March 2013.
- ❖ I have done Statutory, Internal, Concurrent and VAT audits in many government and Private concerns.
- ❖ I have done VAT Return, Services Tax Return, & Income Tax Return Online & Manual.

Some reputed companies are followings:-

| <u>Company Name</u> | <u>Area Of Work</u> | <u>Duration</u> | <u>Under Supervision</u> |
|--|--------------------------------------|-----------------|--------------------------|
| Career Convent College & Charitable Trust | Internal Audit (2010-11 to 15-16) | 6 Year | RJCP Subhash Misra & Co. |
| Om Traders | Statutory Audit (2011-12) | 1 Year | RJCP Subhash Misra & Co. |
| Aliganj Services Station | Concurrent Audit (2009-10) | 1 Year | RJCP Subhash Misra & Co. |
| Sanchit Vikas Sansthan | Internal Audit (2012-13) | 1 Year | RJCP Subhash Misra & Co. |
| Development Association for Human Resource (DEHAT) | Vat Audit (2009-10-11) | 2 year | RJCP Subhash Misra & Co. |
| Rehman Khera Agriculture Department Lucknow | Internal Audit (2010,11 & 2012) | 3 Years | RJCP Subhash Misra & Co. |
| Sarva Shikasha Abhiyan(SSA) U.P 12 Distric | Statutory Audit(2011-12) | 1 years | RJCP Subhash Misra & Co. |
| Career Convent Educational Trust & Medical Science | Accounting Part Time | 2 Years | RJCP Subhash Misra & Co. |
| JKV Cooperative Society | Audit Work | 2 Years | JKV Cooperative Society |

EXTRA CURRICULAR ACTIVITIES

- Listening Music,
- Making New Friends,
- Playing Cricket

IT SKILLS

Operating Systems : Windows 98/ 2000 / XP / 7
 Accounting Packages : Tally all versions and Busy
 Applications : MS Office & well versed with Internet

PERSONAL DETAILS

Passport No :- P1517411
 Date of Birth: - 05st Aug 1988
 Father's Name :- Sri. Abdul Rahman
 Sex: - Male
 Marital Status: - Married
 Language: - Hindi & English
 Residential Address:- 5/558, Vikas Nagar, Lucknow-226022

Declaration:-

I hereby declare that all the particulars mentioned above are true and fair to the best of my knowledge and belief.

Date:-13.04.2018

Place:-Lucknow

(Azad Ali)