



MOHAMMED GAZALY SHAJI

PROFILE

Meticulous professional with a strong background in reviewing financial statements, identifying discrepancies, and providing detailed financial analysis. Excels in creating internal controls, preparing reports, and ensuring compliance with regulations. Manages multiple projects and meets tight deadlines, seeking a challenging position in accountancy and finance to augment my professional knowledge and proficiency in this field for organizational and career growth.

CONTACT

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Alappuzha - 690503, Kerala, India

SKILLS

Accounting
Financial Management
Auditing
Analytical Thinking
Risk Management
Problem Solving
Budgeting & Forecasting
Time Management
MS Office proficiency
Strategic Leadership
Teamwork & Collaboration
Taxation Knowledge

EDUCATION

Chartered Accountant

The Institute of Chartered Accountants of India - November 2023

B.Com (Accounts & Finance)

Indira Gandhi National Open University - Pursuing

WORK EXPERIENCE

Article Assistant - Thajudeen & Associates, Trivandrum, Kerala

March 2019 – March 2022

- Conduct **statutory audits** of companies as per provisions of the Companies Act, 2013 includes banks and government companies
- Organize **tax audits** as per provisions of Income Tax Act, 1961 of various assesses
- Performed **internal audit** for a leading construction company, restaurant business group and other various entities
- Headed comprehensive **stock audit** for a pharmaceutical company resulting in a significant decrease in discrepancies
- Consolidated **tax planning** and filing of income tax returns of various assesses on a timely basis resulting in **100%** compliance rate
- Examined and filing of **GST** monthly returns, **GST** annual returns and conduct of **GST** audit
- Preparing various **reconciliations** like BRS, TDS, ESI, EPF & vouching and testing journal entries
- Designed **project report** for various business entities to avail loans from financial institutions
- Assisted in comprehensive review of financial records and documentation during an **income tax raid**, aiding in the accurate assessment of tax liabilities

Accountant (part time) – Windbrook place, Trivandrum, Kerala

January 2021 – March 2022

- Maintained diligent and **up-to-date** financial records, ensuring accuracy in all transactions.
- Coordinate** with the year end audit team

ACCOMPLISHMENTS

- Accomplished **best audit team** award from Thajudeen & Associates
- Championed first **best presenter certificate** for VASAI-AICITSS-MCS Course ICAI
- Demonstrated **best presentation** award in compulsory computer training conducted by ICAI

LANGUAGES

Malayalam - Native English - Advanced Tamil - Conversational
Arabic - Beginner Hindi - Beginner