

SALEEM AHMAD

Mobile: +91 9911843818

E-Mail: casaleemahmad@gmail.com



CAREER OBJECTIVE:

My goal is to join a reputable organization where I can utilize my knowledge, aptitude, and skills to the best of my ability and where there is an opportunity for ongoing learning and advancement.

EDUCATIONAL QUALIFICATION:

Course	Board/University	Year	Grade/Percentage
ACCA UK-Professional Level (4 exams Left)	Association of Chartered Certified Accountants	2024	Pursuing
CA Final Group-I	ICAI	May-2024	53.67%
CA Final Group-II	ICAI	Nov-2023	58.25%
CA Inter Group-II	ICAI	May-2018	50.67%
CA Inter Group-I	ICAI	May-2017	53.50%
CA Foundation/CPT	ICAI	June-2016	53.5%
B.COM (H)	Delhi University (Shyam Lal College-Regular)	2019	6.041 CGPA
12th	CBSE	2015	75%
10th	CBSE	2013	7.2 CGPA

TRAINING PROGRAMMES:

- ICAI Information Technology Course
- ICAI Orientation Course

IT AND SOFT SKILLS:

- Knowledge of MS Office (Word, Excel & PowerPoint)
- Accounting and Taxation Software like Tally ERP 9, Computax and Genius software

WORK EXPERIENCE:

MY CORPORATION CONSULTANTS PRIVATE LIMITED, DELHI- As a Tax and Audit Consultant - From Sep 2021 till Oct 2022.

- Statutory Audit of Various Companies including vouching, ledger scrutiny etc.
- Internal Audit of Various Companies
- Direct tax compliances including Tax Audits for Companies and Non-Companies
- Providing assistance to clients in obtaining and surrender of GST registration, review of data, and filing of monthly and annual returns.
- Tax Advisory and consulting:
 - ✓ Advise the business groups on implication of taxes, to ensure compliance with tax laws
 - ✓ Keep abreast with updates and changes in the tax laws, understand their implications and provide inputs for effective compliance

➤ **DIRECT TAX- COMPLIANCE & ADVISORY**

- Preparation and submission of ITR for Individual and corporate including ITR for NRIs.
- TDS Compliances- Monthly checking of TDS applicability for various clients, TDS payments, preparation, Filings and Revision of TDS Returns.
- Tax audit of sole proprietorship and Private limited companies including Tax audit for Futures and options Traders including Preparation and filing of 3CA-3CD & 3CB-3CD reports.
- Calculation of Capital gains for Security Traders.
- To provide a Legal tax opinion to the clients based on their facts and tax provisions.
- Preparation of Replies to notices from Taxation Authorities.

➤ **INDIRECT TAX (GST)**

- GST Registration, Cancellation, E-way bill generation
- GST Reconciliations including ITC reconciliation.
- Preparation and filing of Monthly GST Returns (i.e., GSTR 1, GSTR 3B)
- Review of GST returns (i.e., GSTR 1, GSTR 3B) and ensure its accurate and timely filing.
- Payment of GST Liabilities
- Preparation and filing of GSTR-9 and GSTR-9C
- To provide a Legal tax opinion to the clients based on their facts and tax provisions.
- Stay updated on GST laws and regulations and implement changes accordingly.
- Research on specific tax issues or queries as directed by manager and provide findings for consideration.

➤ **ROC (MCA) Compliances for Companies and LLPs**

- Incorporation of Companies and LLPs
- Preparation to filing of Form AOC-4 & Form MGT-7 (Annual Return) of Companies
- Preparation to filing of Form-8 and Form-11 of LLP
- KYC Filings etc.

➤ **AUDITING**

- Statutory Audit:- Ledger Scrutiny, Debtor & Creditor Analysis, Checking of compliances of provisions of Income Tax, GST and other Acts
- Internal Audit

PERSONAL VITAE:

Father's Name: Mr. Shaukat Ali

Languages Known: Hindi & English

Passport No: U6130677

DOB: 16th May 1996

Hobbies: Bodybuilding, Listening to music, chatting with friends

Personal strengths: Positive attitude, adaptability to any environment, Confident and have a cool and calm mind in tough situations, Team player.

Personal Weaknesses: Self Criticism, Multi tasking, Impatient.

DECLARATION:

I hereby solemnly affirm that all the information furnished above is true to the best of my knowledge and belief.

CA SALEEM AHMAD
Place: Delhi