

MOHAMMED SHAROOQ C

Semi Qualified Chartered Accountant



ABOUT ME



5+ Years' Experience 00966554364174

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Chartered Accountant (Semi qualified) with an overall work experience of 5+ years in handling Audit, finance and taxation matters. Focused and dedicated professional with good analytical, communication and interpersonal skills.



EDUCATION

Qualification	Institute/ University/Board	Year of Completion
CA FINAL	Institute of Chartered Accountants of India	2022
B.com	Calicut University	2015
XII Standard	C.B.S.E	2012
X Standard	C.B.S.E	2010



WORK EXPERIENCE

A. SHABAB & Associates Chartered Accountants.

Audit Executive [November' 21 to March' 23]

Kerala, India

- Lead and conduct different types of **audits under various statutes** - Income tax, Goods and Service tax and Corporate Audits;
- Reviewing and analyzing **financial statements, cash flow and working capital management**;
- **Assess compliance with applicable laws and regulations** by executing audit program steps, testing general ledger, account balances, balance sheets, income statements and related financial statements, examining and analyzing records, reports, operating practices and documentation;
- Managed **multiple client engagements** simultaneously;
- Assessing and evaluating management responses to audit observations and finalizing them with the manager. Complete audit papers and memoranda by documenting audit tests and findings;
- Drafting of audit reports, discussing issues and practical solutions;
- Reviewed and suggested internal control procedures;

B. Sojan Vempala & Co Chartered Accountants.

Articled Assistant [Jan' 16 to Feb' 19]

Kerala, India

- Lead various types of Audit assignments such as Statutory Audit, Internal Audit, Tax Audit and GST Audit;
- Preparation and **finalization of Financial Statements, monthly reporting and statutory compliance**;
- Conducting **analytical review procedure** and analysis of important areas of business followed by reporting;
- Practical application of **Accounting Standards, Standards on Auditing** and Assessment of **Internal Controls**;
- Maintaining **books of accounts** and **finalization of accounts**;
- Assisting clients during **Income Tax** assessments, resolving tax issues and timely filing of income tax returns;
- Assisting clients in complying with VAT and GST Act and timely filing of returns;
- Preparation of **financial budgets**, forecasts and projections and **analysis of variances**;
- Core team member in statutory audit of **Scheduled Banks**;

- Provided leadership and guided the junior team members in applying audit techniques and using accounting software's;



ACHIEVEMENTS

- Completed Advanced Information Technology Training provided by Institute of Chartered Accountants of India.
- Attended Management and Communication Skill Course of Institute of Chartered Accountants of India.
- Participated Orientation Course of Institute of Chartered Accountants of India.



SKILLS AND STRENGTHS



IT Skill set:

- Microsoft Office
- Software tools : Tally ERP, Spectrum,
- Easily adaptable to any accounting and auditing software



Strengths:

- Quality & accuracy
- Analytical thinking and Problem-solving skills
- Good at networking of people
- Management and Leadership skills
- Communication and Interpersonal skills



PERSONAL PROFILE & REFERENCE

Nationality : Indian
Languages known : English, Malayalam, Tamil
& Hindi
Gender : Male
Marital Status : Single

Declaration

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Mohammed Sharooq c

Place : JEDDAH, KSA

Date : 13/12/2023