

# FARHAAN FAROOK

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## ACCOUNTS & AUDIT PROFESSIONAL

Result driven professional with a solid background in internal audit, accounting and finance and having a combined experience of 5 years. Adept at conducting comprehensive internal and income audits, ensuring financial accuracy, and implementing strategic solutions for improving operational efficiency, with a keen eye for detail and accuracy. Proven track record in financial analysis, budgeting and reconciliations. Committed to maintaining the highest standards of accuracy and financial integrity.

## CORE COMPETENCIES

Risk Assessment | Internal Audit | Audit Reports | Taxation | Reconciliation | Financial Analysis  
Auditing Standards Accounting | Tally, Quickbooks & Power BI | Microsoft Office | Corporate Filings  
Analytical & Communication Skills | Leadership and Teamwork | Cross-functional Collaboration

## PROFESSIONAL EXPERIENCE

### **BLV & ASSOCIATES | Accounts and Audit Executive | Kerala**

Executed audit responsibilities while ensuring effective implementation of structural changes and staff training within the internal audit department.

- Risk Analysis and Risk Control Matrix preparation
- Conducted analytical reviews on financial data to identify any deviations from company policies and protocols.
- Prepared formal reports presenting audit findings to senior management team and summarized results for board meetings
- Presentation of the audit report as well as financial analysis
- Assisted external auditors during annual audits by providing necessary information
- Maintained a database of all completed audits and their results
- Analyzed balance sheets for errors, managed inventory, gathered banking transactions and financial data from statements and reconciled balances
- Managed and trained team members to enhance audit department performance and increase operational efficiency

### **SALITHA & SURESH CHARTERED ACCOUNTANTS| Accounts and Audit Assistant | Kerala**

Conducted and led audit for various organizations such as pharmaceutical companies, government entities, and investment management services to enhance my expertise in diverse industries.

- Direct tax, GST and related form filings
- Corporate filings such as incorporation, annual filings, filing for liquidation, and other miscellaneous form filings
- Exposure to audit of Government entities
- internal, external and due diligence audit reports
- Preparation of comparative statements analysis and presentation of projections and project costs

### **VIJENDRAN & BALAGOPAL ASSOCIATES | Accounts and Tax Executive | Kerala**

Worked in both accounts and tax departments, gaining experience related to

- due diligence audits and internal audit assignments
- filing of Income Tax returns and Goods and Service Tax (GST)
- accounting and preparation of financial analysis
- FEMA and Government compliances
- response to income tax notices
- liquidation of companies
- optimizing client tax reductions by exploring applicable deductions, credits, and additional perks
- drafting and finalizing a wide range of tax-related legal paperwork, including contracts, leases, wills, and trust agreements

**EDUCATION / TRAINING**

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**Bachelor of Commerce in Finance & Taxation**, Sacred Heart College  
**Information Technology Training**, Institute of Chartered Accountants of India

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**PERSONAL DETAILS**

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Nationality: Indian  
Languages: English | Hindi | Malayalam