



Shaikh Khaleem Javed

Chartered Accountant (CA)

Qualified Chartered Accountant with over five years of training experience in consulting, compliance, and auditing services and pursued a bachelor's degree in commerce. I mentored junior colleagues, resolved complex financial and taxation issues, and mentored students who occupied leadership positions in student organisations. I was active in extracurricular activities as I took part in several events, enhancing my leadership and problem-solving abilities.

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📍 Dubai, United Arab Emirates

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VISA STATUS

Visit Visa (United Arab Emirates) - Valid till 14-12-2023

WORK EXPERIENCE

Assistant Manager

Shetty & Co, Chartered Accountants

01/2023 - 05/2023

Senior Consultant

Shetty & Co, Chartered Accountants

01/2022 - 12/2022

Articled Assistant

Shetty & Co, Chartered Accountants

01/2018 - 12/2021

Mangalore, India.

Renowned CA firm with three partners who have over two decades of experience performing statutory audits, tax consulting, advisory services, professional services and other projects for corporate and non-corporate clients.

Achievements/Tasks

- Resolved various matters through **advisory and compliance** services through **Insights** as it conserved **millions of rupees** in financial and taxation costs by summarising complex rules and laws and studying pertinent court rulings moreover **by** illustrating the conclusions based on the client's circumstances.
- Consulted with the clients in appreciating the added benefits of **meeting all the regulations and regulatory requirements** from **financial and non-financial data and** perspective to have a successful relationship between the firm and the clients and to build goodwill.
- Issues regarding **fraud and malpractice** were dealt with accordingly and reported as required by regulatory authorities, as it involved the independent handling of systematic reviews of various clients' books as **the amount of revenue ranged from ₹. 100 million.**
- Assist **clients in raising funds from nationalized banks(Banking) amounting to ₹.3 million** as a designed model for analysis of risk in proposed business ventures as per the relevant requirements.
- Preparation of **Books of Accounts and Financial Statements** as per AS and Schedule III including cash flows of corporate entities, sole proprietorship and partnership entities.
- Ensured **discrepancies** observed in clients' books, moreover issues regarding proper maintenance and correctness of accounts were also dealt with.
- Successfully **trained and managed day to day work of more than 10 articled assistants** wherein I oversaw the overall development for which various detailed sessions conducted.
- Part of the **Statutory Bank Audit Team** of various Government Banks and obtained audit evidence of the area under check.
- Conducted **tax audits** of **corporate and non-corporate clients** in several kinds of industries, such as automotive, food, retail, jewellers, pharmaceutical, and educational sectors

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◆ INTERSHIPS

PwC's Audit Virtual Experience Program by Forage (08/2023)

Forage (Pwc)

- ◇ Tasks regarding purchasing processes, testing execution, process documentation, compliance analysis, issue identification
- ◇ Detailed Questions and Internal Correspondence
- ◇ Purchasing Process and Control Testing Workpaper
- ◇ Purchasing Process Walkthrough
- ◇ Purchasing Process Flow and Risk Control Matrix

◆ SKILLS & COMPETENCE



◆ EDUCATION AND PROFESSIONAL QUALIFICATIONS

Chartered Accountant

The Institute of Chartered Accountants of India (ICAI)

11/2022

India

Bachelor of Commerce (B.COM)

Mangalore University (Maps College, Mangalore)

2018

India

◆ POSITION OF RESPONSIBILITY

Appointed as a Member of Southern India Chartered Accountants Students Association (SICASA), Mangalore (2018 - 2019)

Organised initiatives and operations to aid CA students in and around Mangalore. Students Conference, in which around 800 students participated, and in case of multiple occasions such as fests, tournaments, study circles, seminars, and numerous other extra-curricular activities such as blood donations camps, Industrial visits and Cleanliness drives in which throughout events around 1000 students participated.

Elected as a Vice President of Student Council - Maps College, Mangalore (2017 - 2018)

Headed the successful organising of MAPS College's inaugural College fest. Further support in the handling of extracurricular undertakings for the growth of students.

◆ LANGUAGES

English
Full Professional Proficiency

Hindi
Professional Working Proficiency

Kannada
Limited Working Proficiency

◆ EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENTS

Been part of the winning team in the SICASA Cricket Tournament in 2018 conducted by SICASA Mangalore.

Participated and volunteered in various fests during my student days, through which I learned leadership and problem-solving skills that can instill at any given moment.