

NAME: **MURTUZA IMTIYAZ DAKHANI**

EMAIL: dakhanmurtuza260@gmail.com

(+971) 0508281599 , DUBAI



Summary:

TO WORKS TOWARDS ACHIEVING GREATER SUCCESS IN CAREER WITH CONSISTENCY ,
POTENTIAL AND ABILITIES TO WORK WITH OTHER TO ACHIEVE ORGANISATIONAL GOALS , AIMS AND OBJECTIVES.

QUALIFICATION:

Examination	Specialization / Board / University	Year of passing	Percentage / CGPA
BACHELOR OF ACCOUNTING AND FINANCE	VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY	2022-23	9.37
HSC / Diploma	MAHARASHTRA STATE BOARD	2019-20	84.40%
SSC	MAHARASHTRA STATE BOARD	2017-18	78.00%

WORK / INTERNSHIP EXPERIENCE:

WORKED AS AN ACCOUNT RECEIVABLES AT INVENTURUS KNOWLEDGE SOLUTIONS HEALTH.

FROM (DEC 2022- AUG 2023)

- MANAGED AND HANDLED RECEIVABLES PORTFOLIO BY ENSURING OUTSTANDING/DENIED CLAIMS ARE RESOLVED WITHIN THE SPECIFIC TIME PERIOD ALLOTTED.
- REVIEW AND ANALYZE OUTSTANDING INSURANCE CLAIMS, TO GET PHYSICIAN EFFORTS PAID WORK WITH THE INSURANCE COMPANY ON BEHALF OF OUR CLIENT, REPRESENT THEM AND RESOLVED THE CLAIMS WITHIN THE TIMELINES AND DEFINED SERVICE LEVEL.
- IDENTIFY TRENDS AND COMMUNICATE FINDINGS/ERROS TO APPROPRIATE STAKEHOLDERS IN AN EFFORT TO EDUCATE AND ELIMINATE THE FUTURE ERRORS.
- ACTIVELY PARTICIPATED IN GROUP DISCUSSION AND PRESENTATION. DEMONSTRATED OPEN COMMUNICATION AND COLLABORATION WITH DIFFERENT ACCOUNTING TEAMS.
- WORK WITH COLLECTIONS ORGANISATION TO DRIVE TIMELY DISPUTE RESOLUTION AND ENSURE QUALITY OF DISPUTE RAISED.
- HANDLING CASH OPERATIONS, CUSTOMER SERVICES, BANKING AND ORDER MANAGEMENT.

WORKED AS AN INTERN IN MAHESH TUTORIALS. (APRIL 2022 – JUNE 2022) BLACK BOOK PROJECT.

- FACILITATE THE COMMUNICATION BETWEEN DEPARTMENT, MANAGEMENT AND CUSTOMER TO RESOLVE THEIR ISSUES AND TRACKING OF THEIR SERVICE REQUEST.
- ACHIEVING TARGET OF BUSINESS THROUGH TELECALLING, ARRANGING SEMINARS, STANDITIES, MARKETING AND ATTENDING WALK INS ASSISTANCE.
- LIAISED WITH CUSTOMER WITH COMPANY EDUCATION SYSTEM, ADDRESS ABOUT NEW LOAN FINANCE.
- ENSURING CUSTOMER SATISFACTION AFTER THE ADMITTANCE.
- PREPARING PRESENTATION AND BROCHURES THROUGH CANVA PICTURE ART FOR ONLINE MARKETING, LINK PROMOTION, WEBSITES, ETC.

WORKED AS AN JUNIOR ACCOUNTANT AT CORNELIUS AND DAWAR. (JUN 2020 – MAR 2022)

- WORKED UNDER THE CERTIFIED CHARTERED ACCOUNTANT AS JUNIOR ACCOUNTANT TO HANDLE TASK, PAYROLL, ACCOUNT RECEIVABLES, AUDITING, ETC
- MAINTAINING AND HANDLING CASH TRANSACTION AND RECORDS.
- VOUCHING ENTRIES WITH DIFFERENT INVOICES.
- HAVING WORK EXPERIENCE WITH ACCOUNTING SOFTWARE SUCH AS TALLY ERP 9 AND TALLY PRIME, WITH PROFICIENCY IN EXCEL AND MS OFFICE.
- TAX FILINGS/RETURNS BY COLLECTING AND ANALYZING FINANCIAL STATEMENTS.
- BILLS, TAX PAYMENT, RENT, SUBSCRIPTION, MONTHLY BUDGET PREPARATION , PROCESS COSTING FOR MANUFACTURING GOODS ,ETC ON BEHALF OF OUR CLIENTS.
- PREPARATION OF JOURNAL, LEDGER, CASH VOUCHER,RECONCILIATION OF BANK STATEMENT,ETC. ACTIVELY PARTICIPATE IN GROUP DISCUSSION AND PRESENTATION TO INCREASE KNOWLEDGE ABOUT ACCOUNTING, CRITICAL THINKING, INTERPERSONAL SKILLS AND PRESENTATION.
- CONDUCTING OUTDOOR TAXATION WITH SENIOR TEAM MEMBERS AND AUDITOR AT CLIENT BUSINESS/ORGANISATION AND BE UPDATED WITH FEDERAL,STATE, CENTRAL AUTHORITY OF TAXATION .

WORKED AS AN ARTICLE AUDITOR AT SHARP AND TANAN ASSOCIATE. (JAN 2020 – JUN 2020)

- STATUTORY AUDIT ASSIGNMENT OF PRIVATE LIMITED COMPANIES, LIMITED LIABILITY PARTNERSHIP, SINGLE OWNER FIRM WITH INCLUDING GST FILING AND RETURN REGISTRAR OF COMPANIES.
- INCOME TAX AUDIT ASSIGNMENT OF PRIVATE FIRMS/HOTELS, PARTNERSHIP FIRMS, PROPRIETORSHIP FIRMS, TRUST.
- MANAGED AND CONDUCT AUDIT TO TOP HOTELS AND RESORT SUCH AS REDDISON HOTELS, TROPICAL RETREAT RESORTS, DOSTI RESTO-LOUNGE, ETC. ANALYZED & REVIEWED THEIR FINANCIAL STATEMENTS, FINANCIAL TRANSACTIONS, VOUCHERS, PETTY CASH BOOK AND RECONCILIATION OF BANK STATEMENT.
- ACCOUNTING, ACCOUNT CORRECTION SERVICES, SCRUTINIZING ACCURACY OF ACCOUNTS AND PREPARATION OF FINANCIAL STATEMENT AND BUDGETS. PREPARING PROVISIONAL & PROJECTED FINANCIAL STATEMENTS, CASH AND FUND FLOW STATEMENT, ETC.
- INCREASED EFFECTIVENESS AND EFFICIENCY OF AUDIT BY COMPLETING BY COMPLETE PAPERWORK AND ACCURATE FINANCIAL DATA..

KEY SKILLS:

- | | |
|--|------------------------|
| • ABLE TO WORK AT ANY SHIFTS. | • CONFIDENT |
| • ABLE TO TAKE UP DEALERSHIP SKILLS. | • ETIQUETTE |
| • ABLE TO ADOPT ANY WORKING ENVIRONMENT. | • GOAL SETTINGS |
| • ABLE TO COPE UP WITH INNOVATIVE SKILLS | • COMMUNICATION SKILLS |
| | • SMARTWORK |

CERTIFICATIONS:

- LIBREOFFICE CALC 6.3 BY INDIAN INSTITUTE OF TECHNICAL, BOMBAY.
- MSCIT AND EXCEL CERTIFICATIONS BY MAHARASHTRA KNOWLEDGE CORPORATION.
- TALLY ERP AND TALLY PRIME BY KEERTI COMPUTER INSTITUTE.
- QUANTUM LEARNING TALLY PRIME WITH TDS AND GST , VALUE ADDED COURSE.
- PROFESSIONAL SKILLS MASTERY , UNIVERSITY OF MUMBAI.
- TRAIN LEARN AND EARN BY INDIAN INSTITUTE OF CHARTERED ACCOUNTANT.