


<p><b>Contact:</b>919696666036/91829943 9657  <b>Email:</b>  mohdsalman4980@gmail.com</p>	<p><b>MOHAMMAD SALMAN</b></p> <p>Current Address: 93A/77, BAIDAN TOLA, UTTAR PRADSH, ALLAHABAD, INDIA</p>
<p>Career Objective</p>	<p>To employ my technical expertise and inter-personal skills within a challenging and dynamic workplace in the industry with solution oriented approach while contributing positively to the growth of organization.</p>
<p>Personal Attributes</p>	<p>Work Experience</p>
<p>Team Player  Positive Attitude  Strong Interpersonal Skills  Quick Learner  Effective Communicator  Result Oriented  Sincerity  Dedication  Always Ready to accept challenges  Capability to grow and zeal to work hard  A person to take challenges and solves honestly and smartly</p> <p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"> <li>Proven track record to provide accurate financial services</li> <li>In depth knowledge of filing tax returns and federal tax laws</li> <li>Remarkable know how of accounting principles, financial reporting and banking procedures</li> <li>Excellent communication skills</li> <li>Detailed knowledge of legal &amp; clerical procedures and transcription</li> <li>Ability to multi-task and work in fast paced environment</li> </ul>	<p><b>CURRENT JOB PROFILE:</b></p> <p><b>SIDDIQUI AND COMPANY – CHARTERED ACCOUNTANT FIRM</b>  <b>Sector – Audit&amp; Assurance, Accounting, Income Tax, Goods &amp; Services Tax etc</b>  <b>Currently working (January 2017- Current)</b>  <b>Designation: Auditor/Account Executive</b>  <b>Allahabad, U.P, India.</b></p>  <p><b>Roles and Responsibilities:-</b></p> <ul style="list-style-type: none"> <li>Preparation of VAT/GST record, reconciliation and E-filing.</li> <li>Provides financial information to management by researching and analyzing accounting data; preparing reports.</li> <li>Prepares asset, liability, and capital account entries by compiling and analyzing account information.</li> <li>Documents financial transactions by entering account information.</li> <li>Recommends financial actions by analyzing accounting options.</li> <li>Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.</li> <li>Substantiates financial transactions by auditing documents.</li> <li>Maintains accounting controls by preparing and recommending policies and procedures.</li> <li>Guides accounting clerical staff by coordinating activities and answering questions.</li> <li>Reconciles financial discrepancies by collecting and analyzing account information.</li> <li>Secures financial information by completing database backups.</li> <li>Maintains financial security by following internal controls.</li> <li>Prepares payments by verifying documentation, and requesting disbursements.</li> <li>Answers accounting procedure questions by researching and interpreting accounting policy and regulations.</li> <li>Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.</li> <li>Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.</li> </ul>

	<ul style="list-style-type: none"> <li>• ledger, A/P, A/R, generated P&amp;L reports and Balance Sheets</li> <li>• Carried out bank reconciliation activities and managed several client accounts independently</li> <li>• Responsible for reviewing and correcting accounting entries</li> <li>• Carried out various Audit such as: Statutory Audit, Revenue Audit, Concurrent Audit etc.</li> <li>• Perform e-filing tasks as per schedule</li> </ul> <p><b><u>Audit works Handled:</u></b></p> <ul style="list-style-type: none"> <li>• Statutory Audit of Punjab National Bank, Bank of India.</li> <li>• Revenue Audit of United Bank &amp; Central Bank of India, Punjab National Bank.</li> <li>• Internal Audit of Central Bank of India, Baroda Gramin Bank.</li> <li>• Internal Audit of United Insurance.</li> <li>• Tax Audit of Individuals, Firms and Private limited Companies.</li> <li>• Internal Audit of Naini Electricity Board Allahabad U.P India.</li> </ul>
Academic Credentials	<p><b>Chartered Accountants - May 2022</b> INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA (ICAI) New Delhi, India</p> <p><b>Chartered Accountant Inter-2016</b> INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA (ICAI) New Delhi, India</p> <p><b>B.COM -2013</b> University of Allahabad Allahabad, India</p> <p><b>Intermediate- ISC -2010</b> Bishop Johnson School &amp; College Allahabad, India</p> <p><b>High School- ICSE -2008</b> Bishop George School &amp; College Allahabad, India</p>
Training	<p><b>Advance Information technology</b> organized by ICAI</p> <p><b>Information technology</b> organized by ICAI</p> <p><b>Orientation Program</b> organized by ICAI</p> <p><b>General Management &amp; Communication Skill</b> organized by ICAI</p>
IT Credentials& Accounting Software	<p>Accounting Software: <b>ERP, Tally, Busy, Marg, Computax (Tax, Audit, Gst, Tds, CMA)</b></p> <p>Application: MS Office, Team Viewer, Anydesk,</p> <p>Operating System: Windows 95, 98 Me, XP, Vista, Windows 7, 8 &amp; 10</p>
Hobbies/Interest	Travelling, Games, Bike Riding.
Personal details	<p>Father's Name : Kamal Uddin</p> <p>Nationality : Indian</p> <p>Marital Status : Single</p> <p>Languages Known: English, Hindi, Urdu. Arabic</p>