

# Shaik Kalam Basha

CA FINALIST



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## Professional Summary

**Immediately Available to Join, now at Al Baraha, Deira, Dubai, UAE (Visit Visa -Valid Till 14-3-2024)**

- Goal-oriented, hard-working **Senior Accountant** with **6 years** of experience, **CA FINALIST** and **Bachelor Degree** in Commerce and Completed **CA Inter in 2017** who has extensive knowledge of Company's Financial Statements, Firms /LLP, Charitable Trust and Sole Proprietorship Concerns.
- Working experience in accounting software – **SAP FICO, Tally ERP 9 & Tally Prime, WINMAN CA ERP** and WIN TDS. **MS Office (XL- VLOOKUP, PIVOT TABLES)** Working Experience in Application of Accounting Standards (Indian **GAAP**) and Knowledge of Ind AS (Convergence of **IFRS**).
- Knowledge of RERA (**Real Estate Regulatory Authority**), PMLA (**Prevention of Money Laundering Act**), **Prohibition of Binami Property Act** (PBPT), **Insolvency and Bankruptcy Code** (IBC)
- Capable of working under pressure and meeting Statutory Compliance (**Indian Income Tax, GST /VAT**) deadlines. High level of ambition and motivation to work in a result-oriented environment.  
**“Knowledge of UAE Corporate Tax And VAT Laws”**
- Experience of managing Audit team members up to 7 Assistants and motivating them to accomplish the audit within the target time period and guiding them in specific issues during the audit.
- Reporting to the General Manager - Corporate Affairs and Coordinate with Teams members in **Preparation of Financial Statements, Monthly & Annual Return Filing of GST/VAT and Income Tax.**



## Skills

- ◆ Drafting Advanced ◆◆◆◆◆
- ◆ Windows 10 Advanced ◆◆◆◆◆
- ◆ Word & Excel (PIVOT, VLOOKUP), Power Point, Outlook Advanced ◆◆◆◆◆
- ◆ SAP, Tally.ERP9, Tally Prime, Winman CA - ERP (IT Filing & TDS/TCS Filing) Advanced ◆◆◆◆◆
- ◆ Internal & Statutory Audit Reports, Income tax written submission, Responses to GST &

Income Tax Notices, **Client Relationship, Negotiation of Fees.**  
Upper intermediate



Hands of Experience in managing team members and assist in completion of assignment allotted to team members  
Upper intermediate



P&L Management  
Advanced



Statutory accounts preparation  
Upper intermediate



## Work History

**Jul 2023 -Executive-Finance & Accounts**

**Jan 2024** *Eltech Appliances Private Limited*

- Handling of Large Volume of Data from SAP and Preparation in MS Excel using **VLOOKUP and PIVOT TABLES** for Monthly and Annual GST Return filing
- Posting Entries in SAP, Co-ordination with other Branch Manager's across India (22 Branches) for GST Tax compliance.
- Co-ordinate with Statutory Auditor in Completion of **Audit** of company and providing information required by auditor and getting audit completed without delay.
- Drafting Reply to GST and Income Tax Notices received from concerned Department and Appearing before Tax Officials on behalf of company
- **Maintaining Accounts** in Tally ERP/Tally Prime – General Ledger, Accounts Payable and Accounts Receivables along with monthly and annual reconciliation of Bank Statement and Cash Book, **Analyzing the Financial Ratios and its impact, Preparation and analyzing of Cash Flow Statement.**
- Consolidation of Financial Statements of Group Entities and ensuring compliance of **IFRS 10** Consolidation of Financial Statements and **IFRS 15** other applicable Accounting Standards
- Created and presented accurate, detailed **financial forecasts. and Preparation of Budgets.**
- Analyze financial performance to implement key improvement strategies.
- Reviewed bookkeeping and management accounts to achieve clear and correct reports.

**Jan 2023 -Audit Manager**

**Jul 2023** *Sultan Associates Chartered Accountants (CA Firm)*

- Audit of Financial Statements of Various Entities of Industries such as Construction, Health Care, Hotel Management Services, Manufacturing and Food and Beverages
- Leading Audit Team and Contributed to audit planning, testing and review of audit programs to determine appropriateness for company. Secured resource requirements and delegated tasks to meet audit deadlines. Designed and executed policies and procedures to align with audit requirements and regulations.
- Created testing methodologies to assess competence of controls during

Internal Audit/Statutory Audits – such as Companies, Banks & Insurance Audits. Conducted reviews to gauge performance and progress of employees.

- Checking whether Financial Statements of the Client are in compliance with Indian GAAP/IFRS.
- Prepared audit reports, providing clear description of findings and issues identified and recommending appropriate solutions.
- Professional development and educational plans for junior staff members.
- Assessed data insights to advise on performance gaps and opportunities.
- Informed clients regarding risks and fraud to avoid further occurrence.
- Optimized team structure, aligning responsibilities with performance measures and metrics to establish audit success.
- Investigated irregularities and discrepancies and provided remedies.

Feb 2021 - **Senior Accountant**

Dec 2022 *Sultan Associates Chartered Accountants (CA Firm)*

- General Ledger, Accounts Receivable & Accounts payable, Vendor Follow up. Generated and presented monthly financial statements to senior management. Prepared monthly profit and loss, balance sheet and cash flow reports with exceptional accuracy.
- **Managed and prepared** journal entries and reconciliations to support monthly general ledger closing activities. Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- **Preparation and Finalization** of Financial Statements for Companies, Partnership Firms, Charitable Trust and Sole Proprietorship Business concerns including Income Tax Compliance (Withholding Tax/TDS)
- Prepared and distributed financial statements and reports,
- Partnered with auditors to prepare **yearly audits** and ensure compliance with governmental tax guidelines.
- Performed periodic expense **variance analysis** between budget, forecast and actual amounts. Created quarterly and yearly balance sheets to track financial trends and performance.

Feb 2018 - **CA Articleship**

Feb 2021 *Sultan Associate Chartered Accountants (CA Firm)*

- Taking Active part in **Internal Audit, Statutory Audits of banks Insurance Companies, Public Sector Undertakings, Inventory Audits, reporting to Principal Auditor in Audit Firm**
- Client File arrangement and Documentation of evidence obtained during internal audit, statutory and Bank/Insurance audits.
- Applied critical thinking to analyze problems, evaluate solutions and select best decisions. Analyzed data and information to identify issues and create tailored solutions.
- Promoted continuous improvement by problem-solving and sharing suggestions to optimize team operations.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Used Microsoft Word and other software tools to create documents and clear communications.



## Education

**Aug 2020 -CA FINAL: Accounting, Auditing And Taxation**  
**Present** *The Institute of Chartered Accountants of India (ICAI)*

**Jun 2016 -CA Inter: Accounting, Auditing And Taxation**  
**Aug 2017** *The Institute of Chartered Accountants of India*  
Status : Cleared Both Groups

**Aug 2015 -Bachelor of Commerce (B.Com): Commerce And Accounts**  
**Aug 2018** *Yogi Vemana University, India*  
Marks: 8.2 CGPA (A+) for 10 CGPA points

**Jun 2013 -Higher Secondary School**  
**May 2015** *Vignan Junior College - India*  
Marks: 94.20% **(Topper of the College)**

**May 2012 -High School**  
**Apr 2013** *Gowri Memorial High School - India*  
Marks: 9.7 GPA for 10 GPA Points **(Topper of the School)**



## Passport Details

Valid till 07/24/2027



## Personal Information

- Date of Birth: 06/20/97
- Gender: Male
- Nationality: Indian
- Marital Status: Unmarried



## Languages

English, Urdu, Hindi, Telugu and Tamil



## Additional Information

CA Finalist, now in Dubai on Visit Visa Valid Till 14-03-2024