

Mohd Hadid Khan

Paid Assistant

195/3 Street No. Block- A
Kardampuri Extn., Delhi- 110094
+91- 8800- 41- 2141
Hadidkhan31@gmail.com

PROFILE

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth- oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization's goals.

EXPERIENCE

HRPS & Associates, Vikas Puri Extn. Delhi — *Paid Assistant*

MARCH- 2022 - PRESENT.

Satish Aggarwal & Associates, Asaf Ali Road, New Delhi — *Article*

AUGUST- 2020 – MARCH- 2022

Sunil Jain & Co. LLP, 43 Daryaganj, Delhi — *Article*

AUGUST- 2019 – AUGUST- 2020

EDUCATION

CA Inter Group I, *The Institute of Chartered Accountant of India*

NOVEMBER- 2018

Bachelor of Commerce, *Indira Gandhi National Open University*

JUNE 2019

CA CPT, *The Institute of Chartered Accountant of India*

DECEMBER- 2016

12th, Govt. Boys Sr. Secondary School C-1, *CBSE*

MARCH- 2016

10th, Govt. Boys Sr. Secondary School C-1, *CBSE*

MARCH- 2014

PROJECTS

Statutory Audits

- Analysis of Draft Financial Statements including notes to accounts.
- Ensuring statutory compliances such as TDS, TCS, GST, ESI, PF & Bonus.
- Audit of Incomes, Expenses and Fixed Assets.
- Scrutinized of Debtors, Creditors & Expense Ledgers.
- Verification of Bank Balances through Bank Reconciliation Statements.

INDUSTRIES WORK EXPERIENCE

Airlines (BHS)
Financial Service
Legal Service
Manufacturing
Non Profit
Petroleum (Retail)
Textile (Retail)
Trading

SKILLS

Microsoft Excel
Microsoft Word
Microsoft Power Point
Computax
Tally ERP
Busy Accounting Software

ACHIEVEMENT & EXTRA CURRICULAR ACTIVITIES

Scored Exemptions in
Accounting & Taxation.

NICASA Member-2019

Active Participation in organizing
& managing various socio-
culture events, seminars, fest etc.
at Northern region of ICAI.

Active Participation in organizing
& managing various socio-
culture events such as annual
function, sports day etc. at school
level.

Participated in Yoga competition
at Inter-school level.

Tax Audits

- Preparation of Form 3CA, 3CB and 3CD;
- Compliance with various sections of Income Tax Act mentioned in Form 3CD.

Stock Audits

- Stock physical count/ examination, analysis of variance.

Income Tax

- Tax computation and filing ITR of Companies/Firms.
- Computation of advance tax calculation for companies/ firms.
- Reconciliation of TDS with 26AS/24Q/26Q. Preparation of Income computations of various assesses, filing of income tax returns and filing of various forms as per requirement of Income Tax Act (Form 15CA/15CB, 10B).

GST

- Preparation of GSTR 9 & GSTR 9C.
- GST registration, filing of returns & advisory services in GST along with assistance in accounting framework.
- Prepare GST reconciliation.
- Review & analysis of ITC 04.
- Compliance with various sections of CGST Act.

Other Ancillary Works

- Consultancy to clients regarding Direct Tax and Indirect Tax Laws
- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit and other certification works.
- Filing of documents and Returns with Registrar of Companies like ADT 1, ADT 3, DIR- 3 KYC, DIR- 12, AOC-4, MGT-7 etc.

INTEREST

Chess
Cricket
Football
Story Writing
Cooking

LANGUAGES

English
Hindi
Urdu

Date:

Place: