

Afifa Khanam

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SUMMARY

Dedicated and results-driven Chartered Accountant with a proven track record in financial management, auditing, and tax compliance. Possesses expertise in accounting principles and regulatory compliance, aiming to leverage these skills to make significant contributions towards organizational goals.

EXPERIENCE

Freelancer

- Providing Taxation & consulting services as a freelancer in a consulting firm named GM Ansari & Associates located in Delhi. Reviewed Financial statements, calculated income and tax thereon, filing of income tax return of various entities.

Senior Consultant

CA Amber Jamal and Associates

August 2022 - November 2022, Bareilly

- Conducted tax audits for rice mills and completed the necessary documentation with Forms 3CB and 3CD.
- Managed the preparation of audit reports and submission of income tax returns for various entities including societies, trusts, companies, medium-sized businesses, and individual taxpayers.
- Produced financial statements in accordance with Schedule III of the Companies Act, 2013, following the guidelines of Ind AS.
- Handled filing responsibilities with the Registrar of Companies (ROC), including AOC-4 & MGT-7 submissions.
- Consultation and Documentation work for Trade Mark registry, GST, Export Licensing, Trust & Societies, Fssai Etc.

Article Trainee

CA Kavita Agarwal & Associates

April 2015 - April 2018, Bareilly

- Supported in the execution of financial audits across different entities, ensuring precision in financial documentation and adherence to regulatory guidelines. Responsibilities encompassed validating financial records, assessing internal controls, and conveying audit outcomes to clients.
- Played a pivotal role in maintaining precise accounting records and formulating financial statements for clients. Duties included documenting financial transactions, reconciling accounts, and generating comprehensive financial reports to facilitate well-informed decision-making processes.
- Assisted in the preparation and submission of diverse tax returns, encompassing income tax, GST filings and ROC filings. Gained familiarity with tax planning methodologies, deductions, and exemptions, aiding clients in navigating tax regulations and ensuring adherence to compliance standards.

PROJECTS

Internal Audit (Team Member)

BL Agro (Oil Manufacturing Industry) • May 2015 - July 2016

- Evaluated the adequacy and effectiveness of internal controls within an organization. Examine processes, policies, and procedures to identify weaknesses or deficiencies that could expose the organization to risks such as fraud, errors, or non-compliance.
- Review financial statements, transactions, and accounting records to ensure accuracy, completeness, and compliance with accounting principles and standards. Assisted in the preparation of financial reports and provide insights to management on financial performance.
- Communicate audit findings, observations, and recommendations to senior management and the board of directors.

EDUCATION

Chartered Accountant

Institute of Chartered Accountant of India • Delhi India • 2022

CERTIFICATIONS

Advanced ITT & GMCS

Institute of Chartered Accountant of India • 2019

- To enhance the technical skills and soft skills of aspiring Chartered Accountants (CAs).
- Scored exemption in all 3 papers in IPCC and also in IDT & elective paper of Final exam.

SKILLS

- Proficient in accounting software & MS Excel.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Thorough understanding of tax laws and regulations.