

# CURRICULUM VITAE

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## **ARSHAD AMAN M**

Musliyar House  
Pallippadi  
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Malppuram  
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## **Professional Summary**

Finance and accounting professional with three year of articleship experience in area of statutory audit, tax audit, bank audit, inventory valuation, other legal compliance and wide industrial exposure in industries like Retail trading, manufacturing, bank, NGOs, Non-profit organisations etc aiming to work in the role of a finance Manager, bringing strong capacity to work well with Tally, Excel, PowerPoint, and other software packages employed in performing financial modelling, analysis, forecasting, planning, key metric reporting, financial reporting, and others.

## **Educational History**

- **CA – Intermediate**
  - (First Group) cleared in May 2018 with exemption in accounts and law
  - (Second Group) Exemption in Advanced Accounts
- **Bachelor of Commerce**
  - Indira Gandhi National Open University
  - Completed in June 2018
- **Higher Secondary – 12<sup>th</sup> Pass**
  - Passed with 97% and secured 5 A+ and 1 A in Subjects

- **Secondary – 10<sup>th</sup> Pass**
  - Passed with 98% and secured with 9 A+ and 1 A in subjects

## **TECHNICAL SKILLS:**

- Tally Software (5 years)
- Microsoft Office Tools (5 years)
- Winman CA ERP, GST, TDS (4 years)
- SAP
- Customized Accounting Software's (4 year)

## **PROFESSIONAL EXPERIENCE**

- From Nov 2018 to March 2021 : **M/s AAKK Associates, Chartered Accountant, Kozhikode**
  - Specific engagements
    - Engaged in statutory audit of banks
    - Engaged in Internal audit of Care n Cure, Qatar
    - Engaged in Tax audit of Various Retail Traders, Individuals, Partnership firms, Private companies, Non-Profit Organisation etc
    - Involved in many compilation agreements, projection reports and Annual reports
- From June 2017 to Jan 2018 : **M/s Bijimol G and Associates, Chartered Accountants, Malappuram**
  - Specific engagements
    - Engaged in statutory audits of Retail Traders, Individuals, Partnership Firms, Private companies etc

## **CERTIFICATION**

- **Advance IT Training**
  - ICAI Bangalore – May 2021
  - Undergone Advanced MS Office, MS Access and Tally Course
- **Management and Communication Skill Course**
  - ICAI Hyderabad – May 2021
  - The course aims to sharpen communication and presentation skill and develop interpersonal and leadership Skill.

- **Tally**
  - MCCI, Malappuram -May 2013
  
- **Computer Hardware & Laptop Servicing**
  - PACE, Malappuram – May 2012

### **PERSONAL DETAILS**

DOB	: 21/07/1995
AGE	: 26
GENDER	: Male
FATHER'S NAME	: Sajeer M
MOTHER'S NAME	: Baby Asha
NATIONALITY	: Indian
LANGUAGES KNOWN	: Malayalam, English, Hindi and Arabic

### **DECLARATION**

I Arshad Aman M, acknowledge that the above information is true to the best of my knowledge and faith.

Yours Sincerely,

Arshad Aman M