

ABDUL WASIQ

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

CAREER SUMMARY

- *Self motivated professional with 3 years of work experience.*
- *Capable of managing accounting activities including preparation of General ledger, P&L, balance sheet, reconciliation statements and leading to finalization of accounts.*
- *Demonstrate competences in various fields like accounting, auditing, limited review and tax compliance.*
- *Ability to work in dynamic environment and under pressure situations, tight deadlines and possess honesty and ability to Hard work.*
- *Pro-active team player and good communication skills and analytical mind ability to think clear and logical.*
- *Desire for continue learning with good analytical, problem solving, decision making, time management, communication and interpersonal skills.*

CORE COMPETENCIES

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|--|---|
| • <ul style="list-style-type: none">◦ Accounts finalization | Tax Compliance. |
| • <ul style="list-style-type: none">◦ Internal audit | Statutory audit and Review. |
| • <ul style="list-style-type: none">◦ Reconciliation statements. | Communication and interpersonal skills. |
| • <ul style="list-style-type: none">◦ Analytical skill. | Representation skill. |

EXPERIENCE

- **K V KOTESWARA RAO AND CO CHARTERED ACCOUNTANTS**

31/08/2017 - 30/08/2020

ARTICLE ASSISTANT

Area of Audit work in are:

- Statutory bank audit
- Company audit
- Tax audit
- Internal audit
- Export credit certification and other certifications.

Key Deliverables:

- Executed an in – dept detailed analysis of the collected accounting data for various client organizations.
- Identified and communicated accounting, finance, and auditing issues to executives, seniors, and managers.
- Preparing general ledger, P&L, balance sheet, reconciliation statements and leading to finalization of accounts.
- Reviewing financial statements including p&l, balance sheet and Ensuring compliance of Accounting standards, Indian GAAP, company law provisions, standards on auditing and guidance note while preparing and finalizing books and accounts.
- Organized and maintained financial records, tax preparation, and periodic inspection of accounting books and practices.
- Assisting clients in evaluation of financial statements and filing income tax, TDS returns and PF, ESI payments.
- Reconciliation of accounts receivable and accounts payable ledger's.

EDUCATION

- **OSMANIA UNIVERSITY**
2019
MASTER OF BUSINESS ADMINISTRATION (FINANCE)
61.16%
- **THE INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA (ICAI)**
2018
CHARTERED ACCOUNTANT (INTERMEDIATE)
55%
- **OSMANIA UNIVERSITY**
2017
BACHELOR OF COMMERCE
72.6%

SKILLS

- MS-Excel, MS-Word, MS-Power point, MS -Access.
- Completed Compulsory 250 hrs of information technology Training as per ICAI curriculum schedule.
- Tally ERP 9

LANGUAGE

- English
- Hindi
- Telugu

A handwritten signature in black ink, appearing to be 'Abdul Wasiq', with a stylized, cursive script.

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