

SHARIQUE TASLIM

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CARRER OBJECTIVE

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence.

PROFESSIONAL EXPERIENCE

06 Months

1. GRANDMARK & ASSOCIATES

Aug 2021 –Feb 2021

Chartered Accountants Firm, Kolkata

Reputed and experienced Chartered Accountant Firm which assists clients on various financial matters and conducts all type of Audits like Cost Audit, Internal Audit Stock Audits, Statutory Audits for various corporate and non-corporate clients

During these 06 months of Internship my key responsibilities were as follow:

Account & Taxation

- Assist in Conducting Internal Audit, Statutory audit, Stock Audit.
- Computation of Tax liabilities of Company and e-filing of Income Tax Return.
- E-filling of income tax return for Individual, Proprietor
- Due Diligence Report
- Filing of GSTR 1, GSTR 3B, GSTR 9

EDUCATIONAL QUALIFICATIONS:

Professional Qualification

Qualification	Institute	Year of Passing & Marks in (%)
CMA/ ICWA Inter	Institute Of Cost Accountants Of India	December 2020 & 65.50%

Academic Qualifications

Examination Passed	Board /School /College /University	Year of passing & Marks in (%)
B. Com (Hons.)	Banwarilal Bhalotia College (Kazi Nazrul University)	2019 with 68.9%
XII Standard	India International School (CBSE)	2016 with 70.2
X Standard	Carmel School (ICSE)	2014 with 62.8

COMPUTER SKILLS

- Completed Information Technology Training of 100 hours from Institute of Cost Accountants of India.
- MS office (Word, Excel, and Power point), Internet application.
- Knowledge of Computerized Financial Accounting (Tally ERP 9.0)

Personal Details

Father's Name:	Mr. Taslim Ahmed
Date of Birth:	August 25,1999
Present Address:	51b/6, Gulam Jilani Road, Tospia, Kolkata- 700039
Permanent Address:	N. R. R. Road, Railpar, Asansol, WB- 713 302.
Areas of Strength:	Analytical Skills, Teamwork, Multitasking, Problem Solving.
Languages known:	English, Hindi, Urdu & Bengali

I do hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particulars.

Date:

Place:

Sharique Taslim