

Name: Miss Guddu Ayub Shaikh
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Career Objective :

I am seeking an *opportunity* to merge my initiative, enthusiasm and learning to add value both to the organization and myself.

To utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

To work in a team and work closely with clients while developing best practices using unconventional and innovative ideas and methods.

Professional Qualification and Experience:

Year	Examination	University	Grade/ Percentage
May 2019	CA FINAL (Gr 2)	ICAI	Results Awaited
Nov 2017	IPCC Group 2	ICAI	55.00
May 2015	IPCC Group 1	ICAI	51.75
June 2014	CPT	ICAI	63.50

Work Experience:

Worked as an **Article assistant** for a period of 3 years from 12th October, 2015 till 12th October, 2018 from **M/s T. Ramarao & CO.** (Chartered Accountants).

Job profile

1. **Tax Audit** of Individuals, Partnership firm, Private companies.
2. **Income Tax return** preparation and filing of individuals, partnership firm, trusts and companies.
3. **Statutory Audit** of Private companies.

Srikem Laboratories Pvt Ltd – Pharmaceutical product manufacturing company.

Archgroup International Pvt Ltd- Engaged in Architecture services.

4. **Internal Audit** of M/s **NISM** (*National Institute of Securities and Markets*) set up by SEBI
5. **Concurrent Audit** of Andhra Bank and South Indian Bank.

6. **Statutory Audit** Experience of Bank of Baroda.

7. **GST** return preparation and return filing.

Educational Qualification :

Year	Examination	University	Grade/ Percentage
2016-17	B.COM	Mumbai University	60.00 %
2013-14	HSC	Maharashtra State Board	82.45 %
2011-12	SSC	Maharashtra State Board	87.47 %

Achievements and Awards:

1. Won **1st Prize** in Inter School Elocution Competition held in Science Exhibition in 2011.
2. Won **Best Student** (Hindi) Award from Lions Club of Bombay Marol in 2012.
3. Successful completion of one year **Leadership Programme** under Leaders of Tomorrow Project of DR.P.N. Singh Foundation.
4. **Represented** School in various Inter School Competition.
5. Cleared Brihanmumbai Granit Adhyapak Mandal Maths Examination in 2006.

Computer proficiency:

Working knowledge of Accounting Software **Tally** and **Excel** (for Tour and travel industry)

Working knowledge of **Finacle** (banking software -version 2007 and 2010)

Familiar with Microsoft word and Excel (Pivot table, Vlookup, Hlookup)

Personal information:

Marital status: Unmarried

Language known: Hindi, English and Marathi

Nationality: Indian

Strength: Confident, Positive Approach, hard working, result oriented, firm determination.
And ability to grasp new concept quickly.

I hereby declare that all the above information is correct to the best of my knowledge and believe.

Thanks and Regards,

Miss. Guddu Ayub Shaikh