

## **Mahtab Alam**

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Ranchi Jharkhand ,834002

### **Professional Experience**

#### **. ANJALI JAIN AND ASSOCIATES**

**JUNE 2015 – DEC 2017**

**Chartered Accountants Firm, Ranchi**

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

During these 2 Years of working my key responsibilities were as follow:

- Accounting
- Internal Audit
- Stock Audit
- Statutory Audit
- e-filling of income tax return for Individual & Company
- Bank Reconciliation
- Income Tax
- TDS Return
- Vat Return
- Project Report
- Many types of General Works related to Chartered Accountancy professions.
- Preparation of **Tax Audit Report**.

#### **. GAIL INDIA LIMITED (Under Contract of RAVI FIRE TECH & KNOWTEQ PVT LTD )**

**Jan 2018 – Till Date**

**Ranchi Project Office**

**Designation – Executive Assistant**

During these 3 years my key responsibilities as follow:

##### **Employee Claims & Taxation**

- Monthly Bank Reconciliation of 3 Cities
- Medical Bill
- GST Return
- Receipt Accounting of **3 CGDs** Ranchi ,Patna ,Jamshedpur
- Vendors & Suppliers Bills
- Payment Control Sheet Preparation etc

### **Education Qualifications**

#### **Professional Qualification**

Professional Nomenclature		Institute	Year of passing & Marks in (%)		
CMA(CWA)	Group – I	Institute Of Cost Accountants Of India	JUNE	2016	57.75
CMA(CWA)	Group – II	Institute Of Cost Accountants Of India	DEC	2017	52

Academic Qualifications		
Examination Passed	Board /School /College /University	Year of passing & Marks in (%)
M.COM	Doranda College (Ranchi University)	2019 with 71
B. Com (Hons.)	Doranda College (Ranchi University)	2013 with 69
XII Standard	Doranda College (JAC)	2010 with 64
X Standard	Hinoo United High School (JAC)	2008 with 83

### Computer Skills

- Completed Information Technology Training of 100 hours from Institute of Cost Accountants of India.
- Completed Orientation Course from Institute of cost Accountants Of India.
- Tally ERP 9.0, MS office (Word, Excel, and Power point), Internet application.
- Knowledge of **Advance excel** ( **Pivot table, Vlookup, Hlookup, Sumif** etc. if function, and or Function etc.),and **Knowledge of SAP software (FICO&FICA)**in GAIL INDIA Ltd

Personal Details	
<b>Father's Name:</b>	Mr. MERAJ ALAM
<b>Date of Birth:</b>	September 05, 1993
<b>Present Address:</b>	Mani Tola Ranchi Doranda Near BSNL Tower-834002
<b>Permanent Address:</b>	Mani Tola Ranchi Doranda Near BSNL Tower - 834002
<b>Areas of Strength:</b>	Positive approach to challenges
<b>Languages known:</b>	English, Hindi
<b>Passport no</b>	S1158147
<b>Date of Issue</b>	08-05-2018
<b>Date of Expiry</b>	07-05-2028

I do hereby declare that the above given details are true to my knowledge.

**Signature**

