

# IFAT NAKHUDA

(+91)9766299776 | efatnakhuda@gmail.com

Dedicated Accountant with 2 years of experience working under a Chartered Accountant & Tax Consultant. Skilled in tax compliance, financial analysis. Seeking a challenging role in a dynamic accounting environment where I can utilize my expertise to contribute to the organization's success.

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## EDUCATION

### ACCA- Applied Skill Level

Gaining valuable knowledge of UK TAX & Financial Reporting.  
2021-2022

### Bachelor of Commerce in Accounting and Finance | University of Mumbai

DBJ COLLEGE, CHIPLUN  
2020-2021  
CGPI- 8.25

### HSC from MSBHSE, Maharashtra.

DBJ COLLEGE – 76%

### S.S.C

### Maharashtra High School Chiplun

MSBHSE- 88%

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## EXPERIENCE

### Account Assistant at Ibrahim Associates & Co

2022-2023

Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services include,  
GST Return filing,  
Basic knowledge of account receivable, account payable, cash account and fixed assets.  
Maintained sales and purchase register  
preparation of financial statements,  
day to day purchase and sales entries in accounting software, and bank reconciliation.

### GST Accountant at CA Gurunath Shridhar Bhide & Co.

2023-2024

Assisted with GST return filing like filing of GSTR-1 GSTR-3B Monthly and Quarterly return filing.  
Filing of composition Returns. Assist clients by receiving phone calls and their queries regarding GST. Maintain Purchase Register and Sales register and prepare information for GST returns filing. Prepare financial statements, payroll & prepared data for insurance work and other office duties to support financial and accounting operations.

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## SKILLS

- MS OFFICE
- ABILITY TO INFLUENCE AND PERSUADE
- Practical Exposure to GST compliance
- Bookkeeping
- Worked with Accounting Softwares like Tally Prime, Compu Office, Taxbase-GST PRO
- Fluent in English, Hindi & Marathi