

RAEES RAZA

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ACCOUNTS AND FINANCE

Auditing | Taxation | Accounting

Accomplished and highly motivated Executive having 7+ Years experience in accounting, auditing, Taxation and administrative works, looking for an opportunity in a fast-growing company and to utilize my professional and technical skills for the betterment of the organization. Proven track record in consistently and committed delivering the services which enhance the company's credibility and profitability. A strategic thinker, learner & efficient person with demonstrated experiences and knowledge in Accounts and Finance.

Area of Expertise

- Standards of Accounting
- Financial Accounting
- Financial Planning and Strategy
- Auditing
- Tax Laws and Regulation
- Growth Expansion Strategy
- Knowledge of Regulatory Standards
- Data Analysis
- Intuit Quick Books
- Spreadsheets / Advance Excel
- Microsoft Office
- Customer Relationship Management (CRM)
- Tally ERP / Prime
- English Communication
- Administrative Support
- Leadership
- Prioritizing
- Problem-solving
- Public Speaking

Certifications and Accolades

- Integrated Professional Competency Course and Accounting Technician Course** by The Institute of Chartered Accountants of India, New Delhi, India.
- General Management and Communication Skills and Computer Training Certification – ICAI, India.
- Youth Ambassador to USA and Japan:** Participated in an academic year in USA through the USA Department of State's Kennedy-Lugar Youth Exchange and Study (YES) program and also a proud Alumni of The JENESYS (Japan-East Asia Network of Exchange for Students and Youths) Program between India and Japan.

Selected Accomplishments

- Arranged and conducted a financial review to identify key areas of overspending and reduce outgoings amount considerably.
- Improved relationships with teams and clients, increasing our response speeds to emails and messages by 40%.
- Fraudulent activities found in 5 clothing store franchise during stock audits which helped company to end business with them.
- During COVID Pandemic managed staffs and clients to opt for **Cloud Based Technologies / SaaS** where they can communicate, delegate and monitor all works and also ensure the safety of their team by being confined at homes and ultimately resulted in cost saving also.

Experience

TAX PLUS LLP, New Delhi, India

Aug 2019 - Present

Accountant

- Book Keeping, Accounts Receivable and Accounts Payable and Finalizing Balance sheet.
- Filing Income tax returns of various individuals and Businesses.
- Prepare VAT and GST returns, payments, paperwork, and reports.
- Assess and investigate tax situations in order to find solutions.
- Manage and keep the company's financial database up to date.
- Assisting in Audit assignments and filling documents with MCA.

Union Public Service Commission Aspirant (Academic)**Feb 2018 – Jul 2019**

- Appeared in State PSC mains exam.
- The Journey positively improved my intellectual abilities.
- The experience helped to absorb national and international information effectively and provide them with multi-dimensional approach and to analyze problems and solving them effectively and positively.

ENSTIN BUSINESS AND MANAGEMENT ADVISORS LLP, New Delhi, India**Apr 2017 – Jan 2018*****Assistant Manager***

- Worked on Small and Medium Scale Enterprises and Managing Day to Day affairs and overall functioning of organization.
- Consultancy to individuals, partnership firms and private limited companies on various business matters and Business development issues.
- Registration of Various entities like Private Limited Company, Partnership firm, Society, Trust etc.

SINGH AGARWAL & ASSOCIATES, New Delhi, India**May 2015 – Mar 2017*****Stock Auditor***

- Stock audit of various stores of Aditya Birla Fashion and Retail Limited in North and Eastern India.
- Physical verification of inventory at reasonable intervals at ITC Limited.
- Improved use of computing technology and practices to enhance efficiency.

C V M & ASSOCIATES, New Delhi, India**Mar 2012 – Mar 2015*****As an Article and Audit Assistant***

- Efficiently worked as Audit Assistant, and worked as an effective team member for handling the Statutory Audits & Tax Audit assignments.
- Assisting in Audits of companies, Accounting, Compliances and Reporting Services of Private Company, Partnership firm, Proprietorship etc.
- Assisting in Income Tax Return of Companies, LLPs, Partnership, Individuals etc. and MCA Annual Filing for Companies.

AFS INTERCULTURAL PROG., New Delhi, India**May 2011 – Feb 2012*****Assistant Sending Coordinator***

- Recruit Sending Volunteers and manage their outreach within the team.
- Assisting organization in selection, training and sending of the students on study abroad programs.
- Helped develop strategies with sending volunteers for outreach in local schools, community groups, etc. for the promotion of AFS-USA study abroad programs.

Education**MASTER OF COMMERCE**

Jamia Millia Islamia (DM), New Delhi, India

INTEGRATED PROFESSIONAL COMPETENCY COURSE**ACCOUNTING TECHNICIAN COURSE**

The Institute of Chartered Accountants of India, New Delhi, India

BACHELOR OF COMMERCE

Jamia Millia Islamia (DM), New Delhi, India

Reference:**References available upon request.**