

# CMA JAMSHED ALAM

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DODOMA, TANZANIA



## Career Objective

I am a qualified Cost Accountant with two years of experience in financial reporting, MIS reporting, budgeting and financial analysis. I am adept at delivering quick and accurate results, prioritizing tasks to meet tight deadlines without compromising the quality of analysis and insight. Dedicated to continuous learning and seeking a challenging role to enhance my skills and contribute to operational efficiency and profitability.

## ACADEMIC QUALIFICATIONS

<b>EDUCATION:</b>	<b>YEAR</b>
<b>Cost &amp; Management Accountant (CMA)</b> (The Institute of Cost Accountants Of India)	Aug-2022
<b>B.COM</b> Veer Bahadur Singh Purvanchal University, U.P.	2018
<b>Higher Secondary (CBSE)</b> Dr. K.N Modi Global School, Ghaziabad, U.P.	2014
<b>Secondary (CBSE)</b> Iqra Public School, Siwan, Bihar	2012

## EXPERIENCE

**KALPATARU PROJECTS INTERNATIONAL LIMITED** | June 2023-present

(International Electrical Division), Dodoma, Tanzania

### **Deputy Manager, Finance and Accounts**

Oversee and manage the commercial activities for three major projects, including a transmission line and substation with a total value of USD 75 million.

#### Role & Responsibilities:

- Oversee day-to-day financial transactions, ensuring compliance with accounting principles and company policies using SAP.
- Ensured timely and accurate monthly, quarterly, and year-end financial closing process.
- Ensured accurate and timely processing of subcontractor invoices and payments
- Responsible for raising sales invoices and booking them in SAP according to contractual terms
- Actively involved in the preparation of financial statements as per IFRS, including the Trial Balance, Profit and Loss (P&L), and Balance Sheet.
- Lead all aspects of project commercial management, including procurement, budgeting, contract negotiation with subcontractor, cost control, and financial reporting.
- Collaborated with audit teams to address and resolve audit queries, ensuring compliance with statutory requirements and provided detailed financial data and analysis to support audit processes.
- Managed budgeting and forecasting for the annual operating plan (AOP), CTC analysis on monthly basis, conducted Budget vs actuals review and variance analysis
- Managed capital expenditure (Capex) processes, including evaluating investment proposals, budgeting, and tracking project expenses
- Managed and maintained a comprehensive Management Information System (MIS), Prepared Revenue MIS, Unbilled, Construction MIS and the variance analysis of AOP vs actual.
- Successfully prepared withholding tax reports, VAT returns report in compliance with applicable Law.
- Assisted in monthly payroll preparation, and submission of monthly tax returns PAYE, NSSF etc.
- Oversaw daily cash and bank transactions, bank reconciliations,
- Negotiated with banks for favorable exchange rates on different currencies.

**Management Trainee, Finance** | Dec 2022-June 2023

**At Corporate office, Mumbai, India**

- Spearheaded the collection and analysis of Management Information Systems (MIS) data to support strategic decision-making.
- Played a key role in the budget posting process, ensuring accurate financial planning and allocation.
- Responded to audit queries with precision, facilitating smooth and efficient audit procedures
- Processed invoice bookings within SAP, maintaining accurate financial records and supporting the accounts payable department.

## **BM CHATRATH & CO. LLP (Chartered Accountants) | MAR 2022-DEC-2022**

Kolkata -700001, west Bengal, India

### **Audit Executive:**

- Assisted in conducting statutory audits for a prominent Government electrical transmission organization in India.
- Took the lead in auditing a well-known tea manufacturing company based in Kolkata.
- Prepared comprehensive audit reports in accordance with CARO 2020, summarizing findings, recommendations, and areas for improvement.
- Contributed to the audit of one of the largest hospitality organizations.
- Led the statutory audit of a tea manufacturing company based in Kolkata with more than four subsidiary companies, consolidating financial statements in accordance with Indian Accounting Standards (Ind AS).
- Participated in Income Tax audits of various company as mandated by the Indian Income Tax Act 1961. Examined tax compliance, TDS deductions, and other relevant aspects.
- Ensured filing of GST returns of various clients within due date and availed input tax credit in accordance with rules.

## **Sunita Singh & Associates (cost Accountants) | Nov 2018- DEC 2019**

Kolkata , West Bengal, India

### **Article Trainee**

- Assisted in Internal audit of Government electrical company
- Assisted in Stock Audit various company
- Preparation of financial statements of various clients in Tally ERP.
- Preparation of financial reports of clients ensuring accuracy and completeness.

#### **Indirect Tax -GST**

- Preparation & filing of monthly GST return in compliance with GST Act 2017 of various client.
- Assisted in GST annual audit

#### **Direct Tax-Income Tax**

Computation of income tax liability & filing of income tax return.

### **SKILLS**

- Advance Excel, office, Power Point.
- Proficient in SAP HANA
- Tally ERP 9
- Team Management
- Quick learner

### **LANGUAGE**

- English
- Hindi

### **PERSONAL INFORMAAATION:**

Father's Name : Mohammed Ali Hasan

**Corr Add:** Dodoma, Tanzania

Date of Birth : 5<sup>th</sup> Feb 1998

Marital Status : Single

Sex : Male

Nationality : Indian

Permanent Add : Siwan, Bihar, India 841226