

# CURRICULUM VITAE



**SHARIQ NADEEM (M.Com, LL.B, CA-Inter)**

**Address : 129/125 Leader Road,Allahabad.**

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## Executive Summary

Result driven executive with three year experience in business banking, compliance, audit and accounts. Having good analytical, planning, implementation and interpersonal skills. Technically well acquainted in Direct Tax, Accounts, Auditing, Corporate law and related subjects with sound academic background of Commerce and Chartered Accountant (Inter) together with reasonable legal knowledge acquired in LL.B.

## Professional Experience

**3 years**

**Emirates Islamic Bank, Dubai (UAE)**

**From March 2015 to March 2016**

**Internal Credit Analyst**

Job Responsibility:

- Lead a team of seven to bring out the best out of them.
- Screening and analysis of business finance deals up to 2 million AED.
- Analysis of Audit financials to assess the financial feasibility of a client.
- Coordinating compliance review and credit policies.
- Ensuring fraud prevention and reporting money laundering activities.
- Monitoring and coordinating restructuring process.
- Conducted training programs for sales and branch.

**Anand Rathi Shares and Stoke Brokers ltd.(India)**

**From Nov.2013 to Jan 2015**

**Associate Consultant-Compliance**

Job Responsibility:

- Monitoring the implementation of the compliance program.
- Coordinating and conducting investors educational and training program
- Creating effective line of communication.
- Inspection and investigation related to compliance procedures.
- Periodical risk assessment and establishing effective controls.
- Reporting on regular basis to compliance committee.

Worked as **Guest Faculty** in **Vindhya Institute of Management, Allahabad**. Given lectures on **Income Tax, Corporate Law and Accounts** with an insight on corporate and working environment.

**Makmn & Co., New Delhi (India)**

**Nov.2012 to Oct.2013**

**Audit & Accounts Executive**

Job Responsibility:

- Represented the firm in various Audit assignments comprising of Statutory Audit and Internal Audit.
- Drafting Audit Reports as per the new reporting norms of (CARO) 2003.
- Compliance with Accounting Standards.
- Physical stock taking and valuation in accordance with Accounting Standard.
- Timely calculation & deposit of TDS.
- Computation and filing of Income Tax returns.
- Due diligence report on behalf of the client.
- Preparation and review of Bank Reconciliation Statement.
- Providing Consultancy services to the clients.

### Professional Qualification

- Qualified **Chartered Accountant (Inter)** from Institute of Chartered Accountants of India, New Delhi .
- **LL.B** from University of Allahabad .

### Educational Qualification

- **M.com** from University of Allahabad.
- B.com from University of Allahabad .
- ISC (12<sup>th</sup>) from B.H.S College, Allahabad.
- ICSE (10<sup>th</sup>) from B.H.S College, Allahabad.

### Achievements

- Attended Credit Underwriting Workshop conducted by 6 sigma training and development.
- Exemptions in Income Tax , Corporate Law and IT papers in Chartered Accountant(Inter) course.
- Third Rank in LL.B, 2007 batch from University of Allahabad.

### Computer Proficiency

- Finacle, Finnone, AS-400
- SAP-FI ( End user )
- MS-Office

### Soft Skills

- Adoptability to working environment
- Better Team coordination.
- Self learning and hardworking.
- Effective Presentation and Communication skills.
- Effective interpersonal skills.

### Personal Detail

Father's name & Occupation - Prof. Abdul Hamid, (former) HoD, Deptt. of Urdu, University of Allahabad.  
Passport No. - N9582748  
Status - Married  
Language known - English, Hindi, Urdu.  
Date of Birth - 12<sup>th</sup> march 1980.  
Permanent Address - 129/125, Leader Road, Allahabad.

### References:

- Mr. Mohammad Shariful Haque  
(Unit Manager – Internal Credit Assessment)  
Emirates Islamic Bank

**Date:** .....

**Place** .....

**Shariq Nadeem**