

Curriculum Vitae

Name: MOHAMMEDASLAM MOHAMMEDSHAFI MANSURI

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Address: 91 ROYAL PARK CHS LTD, SARKHEJ ROAD, AHMEDABAD- 380055

Academic Qualifications

Examination	Board / University	Percentage	Year of Passing
S.S.C	GSEB	49.59%	MARCH 2009
H.S.C	GHSEB	66.57%	MARCH 2011
T.Y. B.COM	GUJARAT UNIVERSITY	64.90%	APRIL 2014
C.A - IPCC (Group 1)	ICAI	53.00%	NOVEMBER 2018

Professional Experience

- A.M.N & Co. (Chartered Accountant Firm) *Account / Audit Assistant* September 2014 - September 2017 Conducted Concurrent Audit and Statutory Audit assignments, managed accounting, back-office operations, and filing of Income Tax Returns (ITR).
 - GADSEC Solutions, Sughad, Gandhinagar *Accountant / Administrative Executive* June 2018 - January 2019 Oversaw accounting operations and administrative tasks. Supported compliance and reporting functions.
 - B.V. Kachchi & Sons (Government Contractor Company), Bopal, Ahmedabad *Accountant / Administrative Executive* Managed accounts and administrative responsibilities for government contract projects.
 - LANS Enterprises Pvt. Ltd., Changodar, Ahmedabad *Accountant / Administrative Executive* Manufacturing of Stainless-steel utensils & Cutlery. Period: September 01, 2019 - Present
- Accounts Management: Day-to-day accounting operations, ledger maintenance, and financial reporting.
 - Tax Compliance: TDS/TCS compliance and statutory adherence.
 - GST Compliance: Filing and reconciliation in line with regulatory updates.
 - Worker Coordination & Factory Administration: Supervising workforce tasks, ensuring smooth communication, and overseeing factory maintenance.
 - Stock Maintenance: Monitoring inventory levels, maintaining records, and coordinating with production and sales teams.

Key Skills

- Financial Accounting & Reporting
- Taxation (TDS, TCS, Income Tax)
- GST Compliance & Reconciliation
- Audit Support (Concurrent & Statutory)
- Worker Coordination & Factory Administration
- Inventory & Stock Management
- Back-office Operations

Personal Attributes

- Punctuality - Consistently meets deadlines and maintains time discipline.
- Positive Attitude - Approaches challenges with optimism and solution-oriented mindset.
- Strong Mindset - Demonstrates resilience and determination in professional responsibilities.

Personal Details

- Full Name: MOHAMMEDASLAM MOHAMMEDSHAFI MANSURI
- Date of Birth: 18th September 1993
- Gender: MALE
- Marital Status: MARRIED
- Nationality: INDIAN
- Languages Known: GUJARATI, HINDI & ENGLISH

Declaration

I hereby declare that all the information and explanations given above are true and correct to the best of my knowledge and belief.

Yours faithfully,

MOHAMMEDASLAM MOHAMMEDSHAFI MANSURI