

## CURRICULUM VITAE



### ANKIT SHAH

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### CAREER OBJECTIVE

Seeking a position in an esteemed organization to utilize my extensive background of financial & accounting along with critical thinking skills in order to achieve the organizational goal.

### EDUCATIONAL QUALIFICATIONS

Degree	Board / University	Subjects	Year	% of Marks	Division / Class
M.B.A.	Gujarat University	Finance	2009	60.00 %	First
M. Com (Part-I)*	Gujarat University	Accountancy	2007	46.50 %	Pass
B.Com	Hemchandracharya North Gujarat university	Adv. Accounting & Auditing	2004	65.00 %	First
H.S.C.	G.S.H.E.B. - Gandhinagar	Common Stream	Mar-Apr: 2003	68.33 %	Distinction
S.S.C.	G.S.E.B. - Gandhinagar	English	Apr-May: 2001	73.57 %	Distinction

*\*Note: Not appeared for M.COM, Part II due to enrolled in MBA*

### PROFESSIONAL WORK EXPERIENCE\*

Sr No.	Name of Organization	Designation	Period		Duration
			From	To	
1.	International Center of Excellence in Mining Safety & Automation (iCEM) (Promoted by GoG & GMDC)	Manager – Accounts & Administration	01.10.2015	Present	02 Years & 8 Months
2.	Gujarat Mineral Development Corporation Ltd. (A Govt. of Gujarat Enterprise)	Assistant Manager (Finance)	07.11.2011	29.09.2015	04 Years
3.	ICICI Prudential AMC	Associate	27.12.2010	31.10.2011	10 Months
4.	Aditya Birla Money	Sales Manager	02.06.2009	25.12.2010	01 Year & 6 Month
	<b>Total Professional Work Experience</b>				<b>09 Years</b>

**\* DETAILS OF NATURE OF WORK EXPERIENCE**

**1. MANAGER - ACCOUNTS & ADMINISTRATION**

**INTERNATIONAL CENTER OF EXCELLENCE IN MINING SAFETY & AUTOMATION (ICEM), AHMEDABAD -  
[PROMOTED BY GoG & GMDC LTD] [OCT-15 TO TILL DATE]**

**Nature of Work:**

- Responsible for Strategic Planning, Controlling & Managing all the Financial & Accounting matters of the organization including Fund Management, Cash/Bank Transactions, Budgeting, Effective Utilization of Fund, Auditing, etc.
- Recording and Maintenance of Books of Accounts in systematic manner using computerized accounting system i.e. **Tally** which mainly includes Ledger Scrutiny, Reconciliation, etc.
- To prepare, scrutinize and finalize the financial statements periodically.
- To review & analyze the budget and suggest the actionable recommendations.
- Management of all the regulatory compliances related to Taxation (Direct & Indirect).
- Directly responsible for secretarial work including organization of board meetings, preparation of board agendas & its resolutions as well as related documentations.
- To manage the HR related activities including recruitment, administering employee personnel files, promotion & up gradation, retention and to maintain the safe & secure work environment.
- Liaoning with various stakeholders such as Industries Commissionerate (GoG), GMDC, Office of Charity Commissioner, Chartered Accounts and various other agencies for statutory and non statutory compliances for smooth functioning of the organizational activities.
- Managing and monitoring all the administrative activities including Hiring of Housekeeping, Security, Transportation, etc through following due procedure.
- Responsible for passing of Bills related to Suppliers, Contractors, Employees, etc as per the organization norms.

**2. ASSISTANT MANAGER (FINANCE)**

**GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED (A GOVT. OF GUJARAT ENTERPRISE)  
[NOV-11 TO SEP-15]**

**Nature of Work:**

- Overall incharge of Finance Department of GMDC Lignite Project Tadkeshwar, managing all the financial, accounting, Auditing and taxation related matters.
- Timely Recording, Scrutiny and Verification of all the financial transitions entered in the **ERP oracle** computerized accounting system and to ensure that it is in proper manner.
- Verification of all financial transactions booked through JV/Cash/Bank, Ledge Scrutiny, Reconciliation and its payments.

- To prepare, analyze and adhere the Capital & Revenue Budget as approved.
- Work related to Direct and Indirect Tax such as TDS, Service Tax, Excise, Royalty, Clean Energy Cess, etc.
- To comply the Statutory Audit and Internal Audit pertaining to Finance & Accounts Department.
- Managing the additional charge of HR Department as well as Purchase Department including procurement of materials/services after following due GoG and GMDC procedure.
- Auditing & Bill Passing work related to Supplier, Employees, etc.
- Management of all Loans & Advances related to all employees, suppliers, etc.
- Systematic filling of all the financial and non financial transactions and maintaining it in safe and secured method.

**3. ASSOCIATE,  
ICICI PRUDENTIAL ASSET MANAGEMENT**

**[DEC-2010 To OCT-2011]**

**Nature of Work:**

- Recruitment of New Individual Financial Advisor (IFA) to achieve the Predetermined Target.
- To maintain relationship with all national distributions.
- To arrange meeting with the Client and Corporate entity and maintaining relationship with them.
- To motivate and the existing and inactive Business Partners to promote the business.

**4. SALES MANAGER  
ADITYA BIRLA MONEY LTD**

**[JUN-09 To DEC-10]**

**Nature of Work:**

- Recruiting, training, motivating and managing Channel Partners to achieve the pre-set sales targets.
- Handling all the financial products. Have updated knowledge on the entire product range like MF, LI, Broking, Commodity, PMS, PE, Fixed Deposit ,General Insurance, Bonds and then roll it over to Channel Partners for seeking business from them.
- Responsible for identifying prospective Channel Partner, enhancing business from them and generating revenue from all the products.
- Also responsible for Channel partner's query solving, their knowledge updating and have a joint call with them for convincing their client.

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## TRAINING UNDERTAKEN

- Completed MBA Summer Project with Motilal Oswal Securities, Ahmedabad
- Attended Three Days Training Program on “Budget & Accounting Procedure” at SPIPA, Ahmedabad during 22.07.2013 to 24.07.2013.
- Attended Three Days Training Program on “Budget & Accounting Procedure (GOI)” at SPIPA, Ahmedabad during 15.07.2015 to 17.07.2015.

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**COMPUTER SKILLS:** Knowledge of office automation, Tally, ERP and Internet.

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## HOBBIES, INTEREST, EXTRA CURRICULAR AND ACHIEVEMENTS

- Professional Networking
- Playing cricket
- District level winner in drama competition
- Participated in Yuva Mahotsav and won a prize in story competition at secondary level.
- Cleared NCFM AMFI module

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## PERSONAL DETAILS

Full Name	: Shah Ankitkumar Rajendrabhai
Date of Birth	: July 30, 1986
Nationality	: Indian
Language Known	: English, Hindi and Gujarati (Read, Write, Speak)
Marital Status	: Married, One Child

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## REFERENCES

### 1. Mr. Amish K Makadia

General Manager - Marketing  
Corporate office  
GMDC Ltd, Khanij Bhavan, 132 Ft. Ring  
Road, Vastrapur, Ahmedabad – 380 052  
Gujarat (India).  
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### 2. Prof. Piyush Rai, *PhD*

Ex Director,  
International Center of Excellence in Mining  
Safety & Automation (iCEM), Ahmedabad &  
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