

To pursue a dynamic and challenging career with an organization of repute, to work in a globally competitive environment on challenging assignments with a sole motive to earn the dual benefits of the utmost job satisfaction along with professional growth

Work Experience

❖ KUNVARJI ENTERPRISE LLP

Senior Executive: Ahmedabad

Key Practices: July 2019 to September 2020

- Finalization of accounts on monthly basis - Reviewing accounts on the perspective of GST, TDS and other compliances with law
- Preparation of working of GSTR 3B, GSTR 1, GSTR 9, Reconciliation of GSTR 2A and Final accounts of small entities and individuals
- Participation in daily fund management activity at group level
- MIS Reporting of Accounts Receivable and Stock
- MIS of MEIS claim, duty drawback claim and other export documentation work
- Overall review of functions of accounting team
- Review revenue accounts and cross check with contract and report deviation to management
- Inventory management of trading stock lying in warehouses located at different locations
- Ledger scrutiny and preparation of annual accounts for submission to banks and other stakeholders
- Reviewing calculation of interest paid and Co-ordination with bank
- Matching intercompany accounts
- Calculation for TDS, Provision for Expenses, Income recognition and year end adjustment

❖ VKJD & ASSOCIATES (A CHARTERED ACCOUNTANTS FIRM)

Article Assistant | Ahmedabad

Key Practices:

- Audit Assignments: –
 - Overseeing and heading an **internal audit** of a **listed manufacturing company**:
 - Verification of Export refund, Duty drawback claim, Advance license authorization for import duty
 - Verification of TDS monthly payment, Tax on Reverse charge, Bank interest calculation, Bank advice on Bill of exchange and its interest calculation
 - Ledger scrutiny, various compliances, limited review report
 - **Statutory audit** of various Companies, Partnership Firms and Proprietorship Concerns
 - Responsible for monitoring and conducting **various Concurrent Bank audit** assignments
 - Conducting **Statutory Bank audit** of Co. Operative Bank
 - Executing the **tax audits** of various entities including finalization of annual accounts
- Accounting Assignments: –
 - Accounting of various entities like private limited companies, partnership firm, individual, trust
 - Accounting from basic entries to year end adjustment entries
 - Performed ledger scrutiny on each entity
 - Preparing and filling of Income tax as well as GST returns
 - Preparing **Cash flow statements** and providing value addition

Education

Chartered Accountant/ICAI

ICAI Ahmedabad – Qualified in Feb. 2021

Bachelor of Commerce/Gujarat University

GLS College of Commerce – First Class

HSC / Gujarat Board

Sardar Patel High School – 85.57%

SSC/ Gujarat Board

Sardar Patel High School – 87.85%

Computer Proficiency

- Working knowledge of Computerized Accounting Environments (i.e. Tally, ERP, Quickbook)
- Working knowledge of Computerized IT, GST Returns Environments (Computax software)
- Proficient in MS Office (Excel, Word)

Co- Curricular Activities

- Social Activities for betterment of society and the poor
- Participation in sports like Chess and Cricket
- Attending seminars on Spirituality and derivative
- Certificates and trophies on elocution competition
- Conducting small seminar on Jainism in villages of Gujarat, Madhya Pradesh and Rajasthan

Personal Information

Name	Jaimin Kalpeshbhai Shah
Date of birth	9th August, 1995
Languages Known	English, Gujarati, Hindi
Hobbies	Reading, Music, Playing, Spirituality
Permanent Residency	Rakhewal Press, Umiyanagar, Deesa, Banaskantha – 385535
Current Residency	G-2, Sampati Apartment, Nr. HCG Hospital, Mithakhali Six Road, Ahmedabad
Marital Status	Unmarried

Why you should hire me?

- Being Qualified as a CA and having practical exposure of Finance, I am also learning and adopting new era of business along with technology. All this knowledge will be effectively utilized by organization to achieve its predefined objective