

Vinoti Shah

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Objective

To work in a professionally managed organization, which gives me an opportunity to add value to the company and enhance my knowledge of management and relevant.

Having experience in the field of Finance and Accounts. Highly inclined towards Direct Tax.

Education

The Institute of Chartered Accountants of India
CA Intermediate | 2021

Amrut Modi School of Management, Ahmedabad University
B.B.A (Focus Area: Finance and HR) | CGPA 2.74/4.33 | 2015-2018

HSC, Maharaja Agrasen Vidhlaya, Ahmedabad
Percentage: 79.6% | 2015

Work Experience

ARTICLE TRAINEE | MEHTA SHETH AND ASSOCIATES | JANUARY 2019-APRIL 2022

- Maintaining, auditing, finding errors and identifying of problem areas in books of accounts.
- Finalizing of Books of Accounts and preparation of Financial Statement.
- Checking of compliance with statutory compliance like GST and TDS.
- Filing of Income Tax Return, TDS return and Form 16.
- Engaging regularly with clients for problem solving and maintain relationships.
- Identifying areas where clients and businesses can operate in effective manner.

HR INTERN | VNJ INNOVATIONS PVT LTD | JUNE 2017-JULY 2017

- Comparing various online recruitment portals for hiring.
- Making job descriptions for job roles.
- Going through resumes, shortlisting suitable candidate, setting up an interview and follow ups.
- Observing the interview process.
- Performing after recruitment including appointment letter, joining formalities and documentation.

Projects Undertaken

- **FARMAAN | CO-FOUNDER | AUGUST 2021-MARCH 2022**
 - Co-founded Farmaan which curated handmade gifts for every occasion.
 - Handled activities related to Operations and Finance.
- **PAIR PATOLA | OPERATIONS AND FINANCE | APRIL 2019-DECEMBER 2021**
 - Handled day to day operations
 - Maintained Accounts, Cash Flow, Payment to vendors, tallying Sales Income receipt and compliance with Statutory duties like GST and Income Tax.

- Undertaken a yearlong research project on “Role congruence for transgenerational businesses in succession planning” as a part of T.Y.B.B.A for academic year 2017-18
- Analyzed financial data of company “Pidilite industries ltd” and “UPL ltd” for financial management course as a part of S.Y.B.B.A for academic year 2016-17

Activities and Interests

- Organizing summer camp at Kidzee | 2016
- Represented my school in CBSE National Chess Championship | 2010
- Represented my school in CBSE cluster North Zone chess tournament twice in a row | 2009-2011