

**PERSONAL STATEMENT**

Experienced in Accounting, Auditing and Direct Taxation in large scale industries. Computer Skills including Microsoft Office, Tally ERP 9, Oracle Apps, SAP. Good Communication Skills. Accustomed to long working hours.

**OBJECTIVE:**

Looking for a challenging career in the fields of Accounting and Taxation in a progressive, competitive and global organization that provides me an opportunity to contribute my professional skills, analytical abilities, knowledge and experience to attain the organizational objectives and add value to my professional skills.

**EDUCATIONAL QUALIFICATION:**

Degree	University	Year of Passing	Percentage	Class
B.Com.	Gujarat University	April 2010	58.9 %	Second
HSC	Gujarat Board	April 2007	81.8 %	Distinction
SSC	Gujarat Board	April 2005	76.8 %	Distinction

**CAREER ACCOMPLISHMENT****SERVICE SPECIALISATION**

- Analysis
- Direct - Indirect Taxation
- Internal and Statutory Audit
- Accounting and Book Keeping
- Company Law

**INDUSTRY EXPOSURE**

- Oil and Gas
- Infrastructure
- Manufacturing
- Educational Institute

**STRENGTH**

- Hard Working
- Firmness
- Team Player
- Good Learner

**COMPUTER PROFICIENCY**

- Completed ICAI compulsory 100 hrs Computer Training program.
- Good command over MS-Office specially MS-Excel.
- Good command over Tally 9 and Tally 9 ERP.
- Working knowledge of Oracle ERP Application Release 12.
- Working knowledge of SAP.

---

**PROFESSIONAL EXPERIENCE:**

---

**Executive | KPMG, Ahmedabad****November, 2014 to Present**

- Working as an Executive, Risk Consulting in the Global Firm.
- Internal Audits of Large Scale Oil and Gas and other Large Industries, Effective Formal Communication and maintaining strong relationships with the clients is a major work exposure.

**Accounts Assistant | T R Chadha & Co., Ahmedabad****January, 2012 to November, 2014**

- Worked as an Accountant at a Large Scale Gujarat Government Corporation on behalf of a firm
- Meeting stringent timelines for finalization of accounts, Reconciliations of Customer and Suppliers' accounts and Building strong customer relationship, MIS Reporting to the Management and Making decision making process easier was the major work exposure.
- Implementation of Revenue and Capital Budget in the Corporation, Assistance in the Preparation and Implementation of Business Plan was also a part of work exposure.

**Accounts Assistant | Dhirubhai Shah & Doshi, Ahmedabad****April, 2011 to December, 2011**

- Worked as an Accounts and Audit Assistant in the firm.
- Assistance in the various accounting assignments of Large Scale Organisations, maintaining healthy relationships with clients, preparation of MIS Reports and timely presentations to the Management was the major work exposure.
- Assistance to the Management of Client firms in various Audits and Reviews, Providing various databases to and preparation of compliances to the Reports of the Reviewing authorities was also the part of major work exposure.
- Assistance in various Internal Audit Assignments of the Gujarat Government Corporations and preparation of Audit Reports, preparation of Tax Audit Reports of the various clients, filing of Income Tax Returns was being handled as per requirements of the Firm.

**Article Assistant | 3.5 years as required by ICAI****September, 2007 to March, 2011**

Vinodchandra &amp; Co., Ahmedabad

: Sep '07 to Apr '08

Dhirubhai Shah &amp; Doshi, Ahmedabad

: May '08 to Mar '11

---

**PERSONAL**

---

- Address : J-1, Vardhman Nagar Flats,  
Near C P Nagar, Bhuyangdev Cross Road,  
Sola Road, Ahmedabad – 380 061
- Date of Birth : 12 Apr, 1990
- Marital Status : Single
- Contact Details : (M) +91 97129 52923  
(R) +91 92284 15515  
(E) [tapan.shah287@gmail.com](mailto:tapan.shah287@gmail.com)

---

**DECLARATION**

---

I hereby declare that the information given by me in the performa above is correct to the best of my knowledge and belief.