

JALPAN D SHAH
Mobile: +91 9099980363
E-Mail: jalpanshah1502@gmail.com

Seeking senior level assignments in Finance / Accounts / Taxation with an organization of repute

CORE COMPETENCIES

Accounts Receivable
Accounts Payable
MIS & Reporting
Credit Controlling
Auditing and Reconciliation

Working on SAP

SAP-FICO, Knowledge of
MM & SD modules

EDUCATION

B.com with Advance Account as
a special Subject
DIT (Diploma in Information
Technology)
Pursuing PGDBA

CAREER ABSTRACT

- ⇒ A result oriented professional with **17 years** of extensive experience in Finance & Accounts, Credit Controlling, Handling Receivable Accounts, Payable Accounts, Auditing, and Reconciliation.
- ⇒ Currently working with **Zydus Life Sciences Ltd.**, Ahmedabad as an **Assistant Manager**.
- ⇒ Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements.
- ⇒ Proficiency in streamlining the working procedures.
- ⇒ An effective communicator with an excellent relationship building & interpersonal skills.

WORK EXPERIENCE

- | | |
|--|-------------------------------|
| ➤ Since May'21 Zydus Life Sciences Limited | Assistant Manager – F&A Dept. |
| ➤ May'09 to April'21 Vodafone India Venture Ltd., Ahmedabad | Specialist – F&A Dept. |
| ➤ February'06 to April'09 Relogistics (India) Pvt. Ltd., Ahmedabad
A group co. of Reliance Logistics Ltd. | Commercial Executive |
| ➤ Nov.'03 - Jan'06 Hariom Proteins Ltd., Ahmedabad | Account Assistant |

Accounting Proficiency

Accounts Receivable / MIS / Reporting

- ✧ Maintaining Receivable and Payable Books of account, Reconciliation, Cash & Bank books, Auditing, Provisioning and monitoring once booked all relevant transactions.
- ✧ Control Deductions and Recoverable accounts
- ✧ Reconciliation of Revenue Invoices at Tap file level
- ✧ Revenue Invoice booking & applied Receipt Entries
- ✧ Analyzing Outstanding Report & follow up for domestic and International payments.
- ✧ Prepare various financial reports: (i.e. Published Monthly Deck for Management contain various details as Revenue & Cost Trend analysis, provision Vs actual details, conclude Key summaries)
- ✧ Prepared Quarterly Audit schedule and compile data for 23 circles and co-ordinate with Auditors for resolved queries if any.
- ✧ Maintaining Cash & Bank Books, Debtors & Creditors Accounts, Monthly Reconciliation of various financial statements (i.e. Debtors & Creditors Ledger Reconciliation, GL Reconciliation, Outstanding analysis etc.)
- ✧ Determining the Accounts Payable position for making timely payments to creditors and the Accounts Receivable position for receiving timely payments from Customers.
- ✧ Presenting a true and fair view of the financial position by way of timely preparation of Monthly reports.
- ✧ Working on Month End Closing: Provision working, Timely Receipt & payment entries etc.

Accounts Payable

- ✧ Coordinate with Vendors for Quotation and provide the same to respective team / management with proper analyzing
- ✧ Coordinate with SCM team for GRN process
- ✧ Process all type of PO / Non PO based Cost Invoices with proper TDS / GST Tax implications through using various SAP T-codes
- ✧ Working on International operators' payment : Prepare appropriate documents (i.e. 15CA, 15 CB, Form A2, Covering letter etc.) and co-ordinate with bank and respective Dept. till payment execution and clearing in SAP
- ✧ Ensure timely payment of IUC, Roaming operators and other expenses of claim
- ✧ Monitoring on total Cost Invoice booking and flash the report to management
- ✧ Reconciled Vendor accounts with Bank on periodic basis

Working on various Projects (Achievements)

- ✧ Obtained Lean certificate in 2013 as demonstrated the Leadership Qualities, Technical Skills and Applying ~~methods~~ required during each phase in project of Unallocated receipts & payments clearing. Identifying **400k Unallocated receipt** which helps to present fair value of Customer Legers.
- ✧ Obtained Lean certificate for demonstrated the Leadership Qualities, Technical Skills and Applying ~~methods~~ required during each phase in project in 2014 for identifying missing invoices which helps to **recover loss of Revenue in value of 1.2 Mn.**
- ✧ Also obtained "Lean Six Sigma Yellow Belt Trained" certificate in Feb-2015 and completed project "ORBIT" in Jun-2015 which recognize valuable contribution for streamlining International operator's payments which helps to **reducing TAT by 28 Days to 20 Days** that helps to payment to Vendors earlier.
- ✧ Getting Awarded "(A+) – We are proud to have you as part of our team" for performing ~~extremely~~ well and exceeded all expectation during tenure.

ACADEMIC Qualification

- ✧ PGDBA – pursuing final exam from Babasaheb Ambedkar Open University (BAOU)
- ✧ DIT (Diploma in Information Technology) certified by Govt. of Gujarat
- ✧ Graduate B.Com. (Accounts) from Gujarat University, Gujarat in 2000
- ✧ XII from G.B.S.E, Ahmedabad in 1997
- ✧ X from G.B.S.E, Ahmedabad in 1995

Computer Proficiency

- ✧ Working on SAP-FICO Module & have the knowledge of ERP based software of FourSoft
- ✧ Working on Sales Force a globally recognized software for mail communication
- ✧ Also work on various U.S. based Customer's portal (i.e. Walmart, Kroger etc.)
- ✧ Have knowledge of Tally 7.2 / 9.1 and SAP-MM & SD Module
- ✧ Operating MS-Office Applications and knowledge of Page Maker 6.5

PERSONAL PROFILE

Father Name	:	Dhirajlal S. Shah
Date of Birth	:	15 th February, 1980
Address	:	B-404, Shashwat Flat, Opp. Pushkar-3 Flat, P.T. College Road, Shantivan, Paldi, Ahmedabad. Contact No.: (M) 9099980363
Gender	:	Male
Marital Status	:	Married
Linguistic Abilities	:	English, Hindi and Gujarati