**CURRICULUM VITAE**

**MALAY SHAH**

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**OBJECTIVE**

**To grow simultaneously with the company by applying my skills & knowledge with hard work and never give up quality.**

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **DEGREE** | **UNIVERSITY/INSTITUTE** | **MARKS** | **PERCENTAGE** | **YEAR OF PASSING** |
| **1.** | **CA FINAL** | **ICAI** | **431/800** | **53.88 %** | **NOVEMBER 2011** |
| **2.** | **CA PE II** | **ICAI** | **325/600** | **54.25 %** | **NOVEMBER 2006** |
| **3.** | **2ND YEAR LLB** | **GUJARAT UNIVERSITY** | **522/900** | **58.00 %** | **APRIL 2012** |
| **4.** | **1ST YEAR LLB** | **GUJARAT UNIVERSITY** | **520/900** | **57.78 %** | **APRIL 2011** |

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **STANDARD/DEGREE** | **UNIVERSITY/BOARD** | **PERCENTAGE** | **YEAR OF PASSING** |
| **1.** | B.COM | GUJARAT | 56 % | 2001 |
| **2.** | H.S.C. | GUJARAT | 68 % | 1998 |
| **3.** | S.S.C. | GUJARAT | 67 % | 1996 |

**COMPUTER LITERACY**

Microsoft Application : Microsoft Office – 2007,2003 & XP

Taxation Software : KITRET, Spectrum and Software available on Income Tax Site

Accounting Software : Tally ERP, Tally 7.1 and FAS

Knowledge of : Internet, Scanning, Nero and Installation of Various Softwares

**MAIN WORK PROFILE**

**Organization : Vimesh Shah & Associates**

Organization Brief : Chartered Accountants Firm

Duration : July 2001 to February 2002

Designation : Article Assistant

**Work Exposure** :

* Maintaining Books of Accounts of Various Clients.
* Complying with Income Tax matters.
* Submission of Appeal Letters and Scrutiny matters with income tax department.

**Organization : Mahesh Shah & Associates**

Organization Brief : Chartered Accountants Firm

Duration : March 2002 to August 2004

Designation : Article Assistant

**Work Exposure :**

* Conducted Statutory Audit and Concurrent Audit of Nationalized and Co-operative Banks.
* Conducted Physical Stock Verification on Behalf of Banks.
* Conducted Tax Audits which includes Ledger Scrutiny, Solving Various Queries, Finalization of Audit reports and Accounts.
* Preparation of CMA Data and Project Report.
* Preparation of various deeds such as Partnership Deed, Sales Deed, Partial Partition of HUF.
* Preparation for Income Tax Appeals.
* Income Tax Return preparations and filing of same.
* Registration of Digital Signature Certificate and its renewal.
* Handling of Service Tax matters of various clients from challan preparation to filling of service tax return and also includes Registration of Service Tax number.
* Verification of VAT calculation of Various Clients.
* Verification of Calculation of Excise Duty of Various Clients.
* Liasioning with banks for various matters of the clients.
* Verification of CVD Refund arising from import and filing various annexure for the same.
* Management costing to mostly manufacturing sectors.
* Tax Planning.

**Organization : Abbacus Technologies**

**Organization Brief : Software Outsourcing Firm**

Duration : December 2005 to Present

Designation : Senior Accountant

Work Exposure : Book Keeping, Financial Advisor, Tax Planning of Firm and Employees.

**PERSONAL PROFILE**

Full Name : Malay Pramodbhai Shah

Date of Birth : 23/10/1981

Languages Known : English, Hindi and Gujarati

Hobbies & Interest : Playing Cricket, Table Tennis & Listening to Music.

Marital Status : Married

Father Occupation : Retired Bank Manager

**STRENGTHS**

* Good Command in Computer Application, Commitment towards work,
* Ability to work against tough schedules, hard working
* Adaptability & Cooperativeness.