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**Pankaj R Shah**

Opp S.T. Stand,

Nr. Railway Station

Nandej Barejadi,

Dist.Ahmedabad 382435

**Mobile: +91-8160970867**

*E-Mail****: pankajrshah1101@gmail.com***

**CAREER OBJECTIVE**

My aim is to contribute to the objective of the organization and to grow with it. I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

**ATTRIBUTES/ ABILITIES**:

* A team player, continuous learner
* Maintain Healthy & Friendly atmosphere with colleagues and subordinates.

STRENGTH

* Positive attitude, hardworking and ability to work under pressure
* Ability to reach goals
* Strong Will power

**WORK EXPERIENCE**

**Air Control & Chemical Engg. Co Ltd.**

#### Designation : HR Officer .

**Duration :** From March 2020 toTill Date

**Place : Nandej Barejadi. Ahmedabad**

**Roles & Responsibility:-**

* **Maintain HR records ,such as those related to employees.**
* **Communicating and explaining the organisation’s HR policies to the employee.**
* **Preparation of Salary Statement.**
* **Preparing and submitting all relevant HR Letters/documents/Certificates as per the requirement of employees in consultation with the management.**
* **Recording, maintaining and monitoring attendance to ensure employee punctuality.**
* **Conducting employees’ orientation and facilitating new comers joining formalities.**
* **Conducting exit interview for employees and record them accordingly.**
* **Firing staff.**
* **Resolving grievance or queries of that any employees have.**
* **Online Work Regarding PF & ESIC**

**Jigar Patel Chartered Accountant co.**

#### Designation : Assistant-Audit

**Duration**  **: From Jan 2019 to Feb 2020**

**Place : Ahmedabad**

**Himanshu Shah Chartered Accountants Co.**

#### Designation : Assistant-Audit

**Duration** **: From April 2017 to Dec 2018**

**Place : Ahmedabad**

**Roles & Responsibility:**

* Reporting to the Audit Manager.
* Preparation of Daily Report.
* Maintain Invoice Data.
* Audit of Financial Statement of company
* Handling Bank Reconciliation & Vendor Reconciliation,
* Booking Day wise Entry & Finalization

**DGSM Chartered Accountants Co.**

#### Designation : Assistant-Audit

**Duration : From April 2016 to March 2017**

**Place : Ahmedabad Municipal Corporation (NZ)**

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**Roles & Responsibility:**

* Reporting to the Manager.
* Preparation of Daily Report.
* Maintain Invoice Data.
* **Pre Audit of Financial Statement of Contractor.**

**ACADEMIC QUALIFICATION**

* Completed **B.Com** at **Saraspur Arts & Commerce College**,Ahmedabad in 2008 from

**Gujarat University.**

* Completed **M.Com** 2011 as External from **Gujarat University.**

**TECHNICAL SKILL**

* MS-Office , Internet.
* Tally (ERP9)

PERSONAL DETAIL

**Father’s Name :** Mr. Rajeshabhai R. Shah

**Date of Birth**  **:** 11th January, 1988

**Marital Status** **:** Single

**Languages Known** **:** English, Hindi, Gujarati

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Yours faithfully

**Pankaj Shah**