**Curriculum Vitae**

Rushi P. Shah

3, Bank of India Society B/H L.D Hostel,

Near Goyal Tower,

Ahmedabad-380015

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Phone No: +91 8866871270

**Career Objective :**  **To work with a company where I can use my skills in the best possible way which would help in achieving the Company’s goals and also for my better future.**

**Educational Qualifications:**

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| **Degree** | **University** | **Percentage and Year of Passing** |
| Inter C.S. | The Institute of Company Secretaries of India. | 53% August-2012 |
| M.Com | Gujarat University | 46% April-2011 |
| B.Com | Gujarat University | 62% April- 2009 |
| SSC | Gujarat Education Board | 81% March-2006 |
| HSC | Gujarat State Education Board | 75% March-2004 |

**Professional Experience:**

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| **YEAR** | **ORGANIZATION** | **POSITION HELD** | **MAIN RESPONSIBILITIES** |
| **Since August – 2012** | **Technomine BPO Pvt. Ltd.** | **Sr. Accounts Officer** | * **BOOK KEEPING** * Doing Bank Reconciliation on monthly basis. * Ledger Scrutiny. * Finalizing Profit & Loss and Balance sheets and sending to clients on monthly basis. * **VAT** * Applying for VAT registration. * Replying to VAT queries. * Applying for Flat Rate Scheme. * Calculating VAT and filing them. |
|  |  |  | * **PAYROLL** * Applying for PAYE. * Running payroll on Weekly and Monthly basis. * Generating P45. * Checking tax-code notices on HMRC website. * Filing of P35. * **ther’s** * To help clients in opening a new company with Companies House. * Opening a business bank account. * Filing Annual returns with companies House. * Appointing a new Director or   Secretary with companies House. |

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| **YEAR** | **ORGANIZATION** | **POSITION HELD** | **MAIN RESPONSIBILITIES** |
| **From October-2011 to July-2012** | **Paperchase Accountancy India Pvt. Ltd.** | **Accounts Executive** | * **Preparing Weekly Management Information System (MIS) for clients and analyzing it.** * This report includes all weekly information regarding Sales, Purchases, Gross Profit, Net Profit, Service Charge collected etc. * Bifurcation of Suppliers for previous week and current week. |
| **From 2008 to 2011.** | **Rajesh B. Shah & Co.** | **Article Assistant** | * **Auditing** * Conducting audit of various companies, firms & Individuals. * Preparing scope for audit and assigning responsibilities. * Preparing documentation for audit observations and the conclusions derived. * **Accounting** * Maintaining and controlling daily accounting transactions with their proper recording under Accounting Standards and guidelines. * Finalization of books of accounts and preparation of Financial Statement. |

**Strength & Skills:**

1. Learning Attitude.

2. Communication Skills.

3. Team Coordination.

4. Readiness to accept responsibilities & challenges.

6. Administrative Skills.

**Personal Information:**

**Name :** Rushi Prashant Shah

**Date of Birth :** 09th November, 1988

**Marital Status :** Single

**Nationality :** Indian

**Contact Number :** 8866871270

**Sex :** Male

**Languages :** English, Hindi, Gujarati

**Hobbies :** Travelling, Playing sports and Hanging out.