**Saumil Shah**



**C.A, B.COM.**

+91 94277 11227

[casaumiljshah@gmail.com](mailto:casaumiljshah@gmail.com)

Dear Sir / Madam,

I am submitting herewith my resume for your favorable consideration to seek an opportunity to work for your esteemed organization.

As a proactive and result oriented article trainee, I have a track record of handling multiple assignments efficiently.

With a backup of **CA** qualification, I have a thorough knowledge of the various finance functions, financial & accounting policies, principles & procedures, various corporate & taxation laws & procedures and other statutory enactments.

I look forward to a challenging position so as to synergies my skills and experience with the organizational objectives.

The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Thank you for your consideration and I look forward to hearing from you.

Yours Sincerely,

Saumil Shah

+91 9427711227

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## **Career Objective:**

To be a part of an organization where I can grow in terms of knowledge, skills and attitude and can put it to an effective use through my analytical skills and professional competence in the areas of accounting, financial analysis, strategic budgeting & taxation so as to align self-development with organizational development.

## **Professional Experience:**

* Presently working as Taxation Assistant with **M/s** **Texpert Computer Services** (Taxation, Management and Financial Consultants), Ahmedabad since December’11.
* Worked with **M/s** **HEMANT R SHAH & CO** (Chartered Accountants), Ahmedabad for 1 year (Nov’10 to Sept’11).

## **Internship / Training:**

* Worked as an article trainee with **M/s** **HEMANT R SHAH & CO** (Chartered Accountants), Ahmedabad for 31/2 years (Jan’07 to June’10).
* Worked under **Mr. Shailesh C Shah** (M/s C N Shah & Associates – Sales Tax/VAT Practitioner), Ahmedabad for 1 year (April’05 to March’06).

## **Summary of Experience and Job Responsibilities:**

* Statutory and Tax Audits of various Public & Private Limited Companies, Partnership Firms and Sole Proprietorships.
* Routine Audit such as vouching & verification, Ledger Scrutiny and Preparation of Audit Report.
* Communication of audit findings at appropriate levels and suggestion of remedial actions wherever necessary.
* Computation and preparation of Income Tax, Service Tax and TDS Returns of various Corporate and Non-Corporate Entities.
* Finalization of annual accounts and audit reports both under the Income Tax Act and the Companies Act.
* Analysis of operating procedures and recommending controls for gaps identified, to ensure high profitability and enhanced competitive advantage.
* Preparation of Accounts and Financial Analysis of various corporate and non-corporate entities from data entry to the finalization of the accounts with keeping in eye various applicable laws.
* Statutory Bank Branch Audit of State Bank of Travancore for 3 years (6 Branches), Revenue Audit for Branches of Bank of India for 2 years and Statutory Audit of Unava Nagrik Sahakari Bank, Unava for a year.

## **Qualifications & Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Institute/University** | **Board** | **Year** |
| **CA Final** | Institute of Chartered Accountants of India | ICAI | May’12 |
| **CA Inter** | Institute of Chartered Accountants of India | ICAI | June’09 |
| **GMCS (General Management and Communication Skills)** | Institute of Chartered Accountants of India | ICAI | Jan’11 |
| **B. COM** | Som Lalit College of Commerce - Ahmedabad. | Gujarat University | April’06 |
| **H.S.C.** | Sanghvi High School – Ahmedabad. | GSHEB | March’03 |
| **S.S.C.** | Sanghvi High School – Ahmedabad. | GSEB | March’01 |

## **Computer Literacy:**

* Completed 250 hours Computer Training of ICAI
* Proficiency in MS Office Utilities
* Operating Knowledge of Tally & FAS (Accounting Software)
* Operating Knowledge of CompuTax & KITRET (Income Tax Software)

## **Personal Information:**

* Full Name **:** Saumil Jashvantlal Shah
* Residential Address : A/12, Kailas Appt., Near Kiranpark,

Nava Vadaj, Ahmedabad – 380013.

* Date of birth **:** 13th September, 1986
* Gender **:** Male
* Marital status **:** Single
* Languages known **:** Read, Write and Speak – English, Hindi and Gujarati