

CA PARITA SHAH

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Career Objective

Seeking a challenging position in the field of Accounts and Finance where I can leverage on my Work experience and academic qualification.

Summary & Work Details

- 8+ years of dedicated Finance Coordinator experience in budgeting, funds management, financial reporting, and internal auditing.
- Experienced and worked in **Financial Reporting in different currencies & MIS**
- Good in **Audit (Internal and Statutory)** and **Preparing Budgets**
- Aware about **TDS return file & GST Return file**
- Hands on **Income tax return file**
- Review and Authorization of expenditures

Work Experience

Company	Designation	Duration
SEWA (Self Employed Women Association) Ahmedabad, India	Finance coordinator	21 June 2021 to Till date & From 5th July 2015 to 1st June 2019
Alpesh J Shah & Co.	Senior Tax and Audit Consultant	May 2021 to Continue & May 2013 to June 2015
Manubhai Zaveri Ornaments PVT LTD	Internal Auditor	From 4th June 2019 to 20 June 2021

Academic Qualification

Year	Institution/University	Degree/Certificate	Percentage
2014	The institute of Chartered Accountants of India	Final C.A.	52%
2011	H.L. Institution of Commerce (Guj. University)	B.Com	61.33%
2008	Gujarat Sec & Higher Sec. Edu. Board	H.S.C.	83.43%
2006	Gujarat Sec & Higher Sec. Edu. Board	S.S.C	84.29%

Work Experience Details

Company Name	SEWA (Self Employed Women Association)
Company Profile	SEWA is a membership-based organization of poor, self employed women workers registered as a trade union in India in 1972. SEWA contributes to the empowerment of small and marginal women and informal sector workers through social mobilization, capacity development and strengthened access to market and resources
Duration	From 21 June 2021 to till date & From 5th July 2015 to 1st June 2019
Designation	Finance Coordinator
Job Profile: I am handling 18 projects in SEWA. And in which I am responsible for all the financial matters. <u>Snapshot of the work is given below :</u> <ul style="list-style-type: none">• Responsible for preparation of budgets including yearly budgets and balance sheets for each project (in USD/Euros and INR)• Responsible for Submitting Utilization Certificate to the government for the grant received from Government• Coordination with the funders and monthly reporting to them• Implementation and monitoring of accounting systems and procedures for projects as specifically laid down as per the agreement between Funding Agencies and the org.• To ensure timely availability of sufficient funds at all levels, preparation of monthly funds Requirement and disbursement statement and its monitoring• Maintenance of books of accounts & banking transactions• Authorization of vouchers & approval of advances to staff• Timely generation of the MIS and its submission to the funding agencies after approval from the requisite personnel in the organization• Responsible for approval and authorization each expense after reviewing various aspects like as per SEWA expenditure Policy, TDS' rates, limit, other Income tax laws are followed or not etc.	

Company Name	Alpesh J Shah & Co.
Duration	May 2021 to Continue & May 2013 to June 2015
Designation	Senior Tax and Audit Consultant
Job Profile: <ul style="list-style-type: none">• TDS return file• GST Return file• Income tax return file• Audit – Internal and Statutory	

Company Name	Manubhai Zaveri Ornaments PVT LTD
Company Profile	For precious jewellery, Manubhai Zaveri Ornaments Pvt Ltd in C G Road, Ahmedabad is a recognised name in the city since 1970. With rich experience in the gems and jewellery business, this firm has become a celebrated name for stunning designs and collections. They are revered for their handpicked and exclusive designs that feature in their gold and diamond jewellery collections.
Duration	From 4th June 2019 to 20 June 2021
Designation	Internal Auditor

Job Profile:

I am handling Internal Audit by authorization of each voucher after reviewing various aspects like TDS' rates, limit, other Income tax laws and other related policies, notifications and regulations are followed or not etc. at Manubhai Zaveri Ornaments Pvt Ltd.

Snapshot of the work is given below:

- Doing internal Audit of Sales, Purchase, Old gold ornaments, Issue and Receipt, Cash Cash/credit/Bank/Paytm receipt, JV and other related vouchers
- Coordination with the respected departments and solve queries and then report to the Directors
- Setting of Targets for each month of Gold, Diamond and Vilandi and Platinum Responsible for preparation of Responsible for Preparation of Balance sheet and Profit and Loss A/C
- Liaison with Banks for loans and NBFCs for Loans, exports, Bank guarantee and other documents
- Read and understand and point out points from all type of legal documents and discuss with directors and then solve all points which are against company
- Prepare hedging sheet to come at conclusion to buy/sale gold/silver and at which minimum or maximum rate
- Implementation and monitoring of accounting systems and procedures and internal Control system
- Monitor the daily activities of the accountants and Monitor following aspects:
 - Maintenance of books of accounts as per the accounting standard
 - Banking transactions and PDC
- Analysis of the financial position by preparing reports monthly and report it to the Directors like cost reports, product wise sales report, target v/s actuals, discount report, product wise comparison from last month and year

Company Name	Anil N. Shah & Co.
Duration	13/08/2008 to 13/02/2012
Designation	Article Assistant

Job Profile:

<u>1.</u>	<u>Taxation :-</u>	a)	Tax Audit & préparation of 3CD
		b)	TDS, Income Tax return e-Filing, Preparation of FORM16 & 16A on behalf of Client.
<u>2</u>	<u>Financial Accounting :-</u>	a)	Finalization of Annual Accounts.
		b)	Adherence to Accounting Standards.
<u>3</u>	<u>Other Assignment Handeled :-</u>	a)	Accounting Work
		b)	Prepare various deeds like partnership deeds, Gift deeds, trust deeds, wills etc.
		c)	ROC E-Filing
		d)	Concurrent Audit

The companies for which I carried out Statutory Audit, Internal Tax audit is as below:

- **Listed / Non-listed companies :** GSPCL | Citizen Industries Ltd | Tax Bolt, | Neha Signs | Alankar Textiles | Navrang Sanitation | Yantra Kaushalya | Shreeram Engineering | STEEFO Industries | Ratnamani | Ciprani Harrison | LMS
- **Educational Institution:** St. Ans School
- **Co-operative bank:** Mahila Seva Sahkari Bank

Computer Proficiency

- MS Office
- Tally prime, FAS, Busy
- Kiteret and Easy Office : Income Tax Software

Personal Profile

Date Of Birth	25th April, 1991
Known Languages	English, Gujarati, Hindi
Marital Status	Married

I hereby declare that the information presented above is correct and true to the best of my knowledge.

PARITA SHAH