

PERSONAL DETAILS

Name : Hitesh Shah

Father Name : Kanchanlal Shah

Address : A-403, Abhay Apartment,
Chandranagar Society,
Chandranagar, Paldi,
Ahmedabad: 380 007.

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Age : 50 year, Married

EDUCATION:-

Sr.No.	Examination	Board/Institution	Percentage (%)
1.)	New S.S.C.Examination	G.S.E.B.Vadodra	55.71
2.)	H.S.C.Examination	G.H.S.B.Gandhinagar	56.66
3.)	F.Y.B.Com	Gujarat University	52.00
4.)	S.Y.B.Com	Gujarat University	58.43
5.)	T.Y.B.Com	Gujarat University	63.14
6.)	C.A.Intermediates	ICAI, New Delhi	50.00

Certification Course:-

- 1.) Advance Finance Management XLRI, Jamshedpur Jan-2018 to June-2018
- 2.) Financing and Investing in Infrastructure, Bocconi University, Italy (through Coursera MOOC)
- 3.) Rethinking International Tax Law, Lieden University, Netherland (through Coursera MOOC).
- 4.) Forensic Accounting and Fraud Investigation, West Virginia University (through Coursera MOOC).
- 5.) Advanced Valuation and Strategy -M&A, Private Equity and Venture Capital, Erasmus University, Rotterdam(through Coursera MOOC).

EXPERIENCE: -

Sr.No.	Name & Address of Organization	Type of Concern	Designation	Duration
1.)	Oswal Infrastructure Ltd Ahmedabad	EPC Contractor -Oil &Gas	GM (F&A)	01Aug, 2018 To 07/11/2020
2.)	Associated Colours Industries	Manufacturer and	Head of	16 th Sept, 2012

Pvt.Ltd & Associated Dyestuff Exporter of Dyes and Accounts & To
Pvt.Ltd (up to 31/03/2014) Pigments. Finance 30/07/2018

Sr.No.	Name & Address of Organization	Type of Concern	Designation	Duration
3.)	Corrtech International Pvt.Ltd	Infrastructure Company Oil & Gas Pipeline	DGM-Finance	30 th April, 2012 To 15 th Sept, 2012
4.)	Associated Dyestuff Pvt.Ltd.	Manufacturer and Exporter of Dyes, Intermediates and Pigments.	Sr.Manager (Acct. & Fin.)	22 nd May, 2006 To 28 th April, 2012 & 01 st April, 2001 To 31 st Jan, 2006
5.)	Kalpataru Power Transmi-ssion Ltd.	Engineering and Infra-structure company	Dy.Manager (Accounts)	02 nd Feb, 2004 To 20 th May, 2006
6.)	Crown Television Ltd.	Manufacturer and Assembling of Television & Components	Accounts officer	01 st Sept, 1998 To 31 st March, 2001
7.)	Chandabhoy & Jassoobhoy 606, Silver Oak, Near Mahalaxmi Crossroad, Paldi, Ahmedabad: 380 007.	Chartered Accountant Firm	Audit Assist.	01 st Mar, 1996 To 18 th Sept, 1998
8.)	B.J.Shah & Brothers 8, Kamal Complex, C.G.Road, Navrangpura, Ahmedabad: 380 005.	Chartered Accountant Firm	Audit Assist. Audit Article	Aug, 1994 to 28 th Feb, 1996 Aug, 1991 to Aug, 1994

Nature of duties in present employment:

- 1.) Prepare Project Cashflow and monitoring it.
- 2.) Monitoring Project Budget and reporting its variances to Board of Directors.
- 3.) Working capital management, Advance Bank Guarantee, Contract Performance Bank Guarantee and Letter of Credit.
- 4.) Investment of Surplus Fund.

- 5.) Project billing, planning of Indirect Tax (GST) and monitoring input tax credit, liability and periodical GST return filling.
- 6.) Finalization of Accounts up to Balance Sheet of the company and all other group companies and associate concern.
- 7.) Oversee the accounting department to ensure proper maintenance of all accounting systems and functions to supervise organization finance staff.
- 8.) Oversee all accounts, ledger and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles (GAAP), regulatory requirements and maintain internal control safeguards and coordinate all audit activities.
- 9.) Over-looking group companies' accounts & finance.
- 10.) Prepare Tax Audit Report of the company, all other group companies and associate concern and coordination with statutory auditor.
- 11.) Prepare bank loan proposal, project report and CMA data for various short term and long Credit facilities from bank and financial institution.
- 12.) Liaison with bank for sanction of various credit facilities for group companies.
- 13.) Coordinating with lawyers for execution of bank loan documentation and get registered with sub- registrar office.
- 14.) Appearing before Income Tax Authority (Assessing officer) for assessment, refund, appeal for group of companies.
- 15.) Providing strategic inputs, guidance and reports for all tax matters, including tax audit, timely and accurate payment of advance taxes.
- 16.) Coordinating with statutory auditors, tax advisors, and company secretaries with regard to various compliances and pending tax cases of all group companies.
- 17.) Preparation of financial forecast, Cash budget, Cash flow and planning of working capital requirements.
- 18.) Calculation of Advance Tax liabilities of the all group companies, firm and directors and their families members and preparation and filling of Income Tax Return.
- 19.) Monitoring all statutory deduction and timely deposit of Income tax TDS and also verification of TDS properly deduct from expenses and others under the Income Tax Act, 1961.

- 20.) Monitoring and verification of Input Tax Credit (Goods and Services Tax) . Filling of GST Return.
- 21.) Preparation and timely filling of all compliance under the Companies Act,2013 with ROC.
- 22.) Preparation of Bank QIS report, projected P&L account and B.Sheet as required by bank authority and other financial institution and coordination with bank auditor and officer for bank investigation and audit work.
- 23.) Monitoring, calculation and verification of Export Incentives and GST refund.
- 24.) Monitoring day to day accounting works of all groups of companies.
- 25.) Generating MIS report and other information.
- 26.) Management of Junior Staff.
- 27.) Implementation of ERP Microsoft Dynamics 365-“Finance & Operation.

Computer Knowledge:

- 1.) MS-Excel, Word
- 2.) Tally ERP
- 3.) ERP-Microsoft Dynamics 365
- 4.) QuickBooks

Current Profile

Working as freelancer since Dec-2020 on Ecommerce Portal “FIVER”, FREELANCER and UPWORK and providing services of preparation of Federal Tax Return (IRS USA), Book Keeping, Payroll processing, Financial Modeling, Business Valuation, Financial Analysis, Financial Forecasting, European VAT return, Australian GST, Financial Statement, Audit and related work.

Expected Salary : As per Negotiation

Joining Period : Immediately