



Dear Sir / Madam,

My self Vrushant Shah with **25 years plus** of experience.

I wish to join your esteemed organization and shall prove my worth when called for. I am confident that I can work hard for the organization and give the best part of my contribution in its success. I am prepared to put in all my efforts for the absolute integrating and commitment to my duties.

Thanking you,

Yours Sincerely,

|  
Date:

**(Vrushant Shah)**

Place: Ahmedabad

## **Curriculum Vitae**

### **Vrushant S. Shah**

B-502, Perna Aagam Apts.  
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100 Feet Road  
Satellite, Ahmedabad – 380015.

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### **PROFESSIONAL OBJECTIVE:**

To prove myself dedicated and energetic in a progressive organization that gives me scope to apply my knowledge, growth and skills and be a member of a team that dynamically works towards success and growth of the organization.

### **WORK EXPERIENCE PROFILE:**

- Gujarat Ambuja Group of Industries – Ahmedabad from November 1992 to Jan 1997.
- Gujarat Lease Financing Ltd., at Ahmedabad from Feb. 1997 to Feb. 2003.
- V-Trans (I) Ltd., at Ahmedabad from March 2003 to August 2007.
- Vardhman Stampings Pvt. Ltd., at Ahmedabad – Asst. Manager – Export / Credit Control from Sept. '07 to June, 2010.
- Apar Industries Ltd., at Vadodara - Manager - Credit Control from July, 2010 to August, 2012.
- Jyoti Power Corp. Pvt. Ltd., at Ahmedabad - Manager – F&A from Sept. 2012 to July, 2013.
- Control Print Ltd., at Ahmedabad – Executive – Admin & Operation as well as Credit Control from July, 2013.

### **JOB PROFILE at Control Print Ltd.**

- To ensure timely collection from customers for bringing DSO down.
- Timely collection of C-Form.
- To prepare overdue statement.
- Vigil watch on customers not good in payment terms.
- Visiting customers for recovery of payment & reconciliation if required.
- To review overdue receivables.
- Debtors Analysis.
- Full administration work of Office like Staff Attendance, Salary, Leave Card, Travel Arrangement, House Keeping, Company Vehicle Maintenance, Petty Cash, Voucher Reimbursement, Professional Tax, Property Tax, Office Maintenance, etc.

### **JOB PROFILE at Jyoti Power Corp. Pvt. Ltd.**

- To ensure timely collection from customers.
- To prepare overdue statement.
- Vigil watch on customers not good in payment terms.
- To follow up for Routine as well as Overdue payments.
- Visiting customers for recovery of payment.
- To visit customer in case of any dispute / discrepancy.
- To review overdue receivables.
- To handle / attend legal / court matters related to payment.
- A/c. Reconciliation.
- To educate / convince customer for overdue payment.
- Debtors Analysis.

### **JOB PROFILE at Apar Industries Ltd.**

- To ensure timely collection from the customers.
- Handling port folio of Letter of Credit.
- Timely submission of domestic documents, Through Letter of Credit / Direct.
- To prepare overdue statement.
- To send notice u/s. 138 through advocate.
- To handle / attend legal / court matters related to payment.
- Sales co-ordination, Sales Accounting & Sales Execution.
- Vigil watch on customers not having good in payment terms.
- To follow up for Routine as well as Overdue payments.
- Visiting the customers for payment recovery.
- To submit the documents of Inland L/C to Banks and ensure payment realization.
- To visit the customer in case of any dispute / discrepancy.
- To send invoices to the customer / dealers.
- Discounting of L/C documents.
- Routine Review for overdue receivables.

### **JOB PROFILE at Vardhman Stampings Pvt. Ltd.**

- To ensure timely collection from the customers
- Handling port folio of Letter of Credit
- Timely submission of export documents, Through Letter of Credit / Direct
- To prepare overdue statement.
- Vigil watch on customer not having good in payment terms.
- To follow up for overdue payments.
- Visiting the customer for payment recovery.
- To prepare credit limit / credit policy for the customers.
- To submit the documents of Inland L/C to Banks and ensure payment realization.
- To visit the customer in case of any dispute / discrepancy.
- To send invoices to the customer / dealers.
- A/c Reco with the customers.
- Discounting of L/C documents.
- Handling the C-Form collection, follow- up & record
- Routine Review for overdue receivables.
- Preparing MIS reports.

### **JOB PROFILE at V-Trans (I) Ltd.:**

- Controlling Receivables of 32 Branches of Ahmedabad Region.
- Handling Company's fund flow / cash flow.
- Interactions with customers for all matters
- Handling key customers of entire Region
- Providing details of customer's inquiry up to his full satisfaction.
- Routine communication with customer through e-mail / phone / fax.
- Achieving monthly target of Receivables.
- Educating customer for credit policy as well as credit limit.
- Preparing various types of MIS reports.
- Branch visit as well as customer visit.
- Follow up for pod required for Bill submission.
- A/c. Reco. With branch & R/o.

**ACADEMIC PROFILE:**

1. B.Com from Gujarat University, Ahmedabad in 1992.

**STRENGTHS:**

Good knowledge of Computer, hard working, positive attitude & quick learning capacity in new environment.

**PERSONAL PROFILE:**

Name	:	Vrushant S. Shah
Father's Name	:	Subodhbhai R. Shah
Date of birth	:	June 21, 1971.
Gender	:	Male
Marital status	:	Married
Nationality	:	Indian
Religion	:	Hindu-Jain
Languages known	:	English, Hindi & Gujarati
Hobbies	:	Sports, Reading & Photography
Permanent Address	:	B-502, Prerna Aaagam Apts. Opp. Seema Hall 100 Feet Road Satellite Ahmedabad – 380015.  Phone – (M) 9409541028

**PRESENT SALARY** : Rs. 5 Lac/P.A.

In case of giving me an opportunity to work with your organization, I am confident that I will meet the expectations of Senior Management.

Date:

Place: Ahmedabad

**(Vrushant S. Shah)**

