

RESUME

VIRAL K. SHAH

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CAREER OBJECTIVE

To pursue a senior position in the field of finance with focus on Operational management with an organization that offers me opportunity to grow and where quality, hard work, innovation and vision are considered as a prerequisite.

PROFESSIONAL EXPERIENCE

- 1) **Abellon Cleanenergy Limited**
Designation : Assistant Manager Finance
Duration: May 2009 to date

Job Profile :

Working Capital Management

Handling the working capital management for the group of companies of Abellon.

Designing and monitoring the receivable and payable management of the company.

Managing Cash flow operation for entire group of companies.

Managing all operational banking compliances and submissions.

Business Finance

Reviewing the business P&L accounts for the periods and preparing deviation reports and analyzing the reasons for deviations and suggesting corrective actions.

Reviewing the CACL working and preparing reports for the working capital deployments and deviation reports.

Management Information System (MIS)

Reviewing of all periodical MIS statements for submission to management of the company and external agencies for business due diligence.

Managing all annual business plans of the company in consultation with management and monitoring the same and reporting and taking corrective actions for any deviation.

Business Banking

Dealing with banks for working capital and term loan facilities and submitting required documents for periodical review of the account.

Forex and Non fund based limit

Liaisoning with different authorities for forex transactions and related circulars required for the business operations. Utilization of the non fund limit (Bank guarantee, letter of credit) within the timeline.

Meeting with senior officials of banks and giving them overview of business and seeking guidance for all forex related circulars and ensuring implementation of the same as per company need.

- 2) **Vadilal Industries Ltd. (Vadilal Ice creams)**
Designation: Accounts Officer
Duration: Oct 2007 to May 2009

Responsibilities: Maintain routine accounting, preparation of report of TDS, Vat with filling of e-return, preparation of bank reconciliation, managing of stock portfolio of managing director, preparation of various certificate like Form 16A,16.Maintain fund flow of 40 entities. Attending audit of group companies, maintain accounts of group companies, managing directors & their family members up to finalization to filling of return, assist in finalization & filling of return of group companies, preparation of reply of scrutiny cases of entire group companies.

3) Dhruvi Pharma Pvt. Ltd. (C & F of CIPLA LTD.)

Job Title: Account Asst. & Cashier.

Duration: Nov 2005 to Sept 2007

Responsibilities: Handling daily branch accounting in ERP base software, maintain cash as well as bank, making TDS statement, bank reconciliation. Maintain sales register, making vendor payments, Correspondence with H.O. for approvals and audit queries. Looking after internal monthly audit system, and looking 'C' form & 'F' form.

4) Meru Engineers (2 years)

Job Title: Accountant

Duration: Dec 2003 to Nov 2005

Responsibilities: Maintain daily account book entries in Tally, maintain bank as well as cash, making statement of TDS, Sales tax, handling of inventory in manufacturing unit.

PROFESSIONAL QUALIFICATIONS

Commerce Post Graduation (2004)

Gujarat University - 45 % (Ext.)

Collage: Gujarat University (Gujarat)

Commerce Graduation (2002)

Gujarat University - 58 %

Collage: S.V. Vanijya Mahavidhalaya (Gujarat)

H.S.C. (Commerce) (1999)

Gujarat Secondary Education Board - 55%

School: Jay Somnath Secondary School (Gujarat)

S.S.C. (1997)

Gujarat Secondary Education Board - 67%

School : Jay Somnath Secondary School (Gujarat)

PERSONAL DETAILS

Date of Birth	: 10th December 1981
Gender	: Male
Religion & Caste	: Hindu (Vaishnav)
Marital Status	: Married
Languages Known	: English, Gujarati & Hindi
Hobbies	: Sports, Music & Traveling