

JIGAR SHAH

CA, B.Com

Ahmedabad, Gujarat, 380062
+91 9998991324
ca.jigarshah@hotmail.com
Jigar Shah | LinkedIn

PROFESSIONAL SUMMARY

To secure a challenging role at a reputable company where I can gain professional knowledge and skills and utilize my academic qualification in Chartered Accountancy.

EXPERIENCE

BAPS Hindu Mandir - Accounts Assistant

Abu Dhabi, UAE
01/2022 - 02/2023

Book Keeping:

- Maintained petty cash for ad-hoc business expenses.
- Checked imported bank statements into accounts system on daily basis to keep records up to date.
- Prepared tax returns within assigned deadlines.

MIS Reporting:

- Responded to day-to-day finance queries from stakeholders.
- Analyzed financial statements to review performance and make strategic decisions.

Umesh Shah & Associates - Article Assistant

Ahmedabad, India
04/2018 - 07/2021

- Engaged in audit of various business entities under various laws and preparation and consolidation of standalone financial statement.
- Team member of concurrent audit and assisted in various stock audits.
- Assisted the managing partner in research and drafting responses to statutory notice and enquiries.
- Filed GST and income tax returns for 60+ clients. Prepared month-end closing entries to maintain detailed reporting and recordkeeping.

EDUCATION

Chartered Accountant (2023)

Institute of Chartered Accountants of India
Ahmedabad, India

Bachelor of Commerce (2019)

Maharaja Sayajirao University
Vadodara, India

High School Diploma (2015)

BAPS Swaminarayan
Vidhyamandir
Gandhinagar, India

SOFT AND TECHNOLOGY SKILLS

- Conversant With Microsoft Excel, Word PowerPoint, of Tally ERP, Zoho Books
- Adaptive, Determined, Flexible and Communication Skills

HOBBIES

- Keen Sports follower.
- Geopolitics Buff.
- Listening to Music

LANGUAGES

- English
- Hindi
- Gujarati