

BHAVIN RAJESHKUMAR SHAH

1/C/522, Vivekanand Nagar, Near Hathijan Village, Ahmedabad - 382445.

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Career Objective

Professionally help out to the organisation in achieving optimum assets value and long term success, with my knowledge & skills. Be a key team member of organisation through continual value addition to own and organisation in all respect.

Personal Information

Date of Birth : April 15, 1992
Place of Birth : Ahmedabad
Languages known : English, Hindi and Gujarati
Marital Status : Married with a child

Strengths and Skills

- Clear understanding of all Accounting Issues.
- Capacity to work with dedication and integrity and reliability.
- High Perseverance and result oriented.
- Hungry to deliver Excellence.
- Taxation Regarding Knowledge of GST, TDS, TCS.
- Self-motivation to excel in whatever work is assigned.
- Data interpretation and various type of Data Analysis.
- Effective Communication Skills.
- Proficiency in the Accounts Payable and Accounts Receivable.
- Collaborate with the Audit team and helpful to Auditing of company.

Academic Qualifications

Examination / Degree	Passing Year	College/Institute	% Obtained
M.Com	April 2015	CU Shah City – Guj.Uni	47.91
B.Com	April 2012	CU Shah City – Guj.Uni	59.44
H.S.C	March 2009	GSHSEB	66.71
S.S.C	March 2007	GSHSEB	58.15

Industry Experience

GRUH Finance Limited (Merged in to Bandhan Bank Limited w.e.f. October 17, 2019)
AAA rated, listed on BSE & NSE and country's first and foremost affordable Housing Finance Company

Profile : Executive – Finance & Accounts

Sep 05, 2017 – Till date

- Maintaining Books of Accounts.
- Preparation of Bank Reconciliation of various bank accounts.
- Maintain vendor payments.
- Experience in GL scrutiny and GL Reconciliation. Petty cash handling.
- Assisted to the taxation department work related to taxation - like GST, TDS etc..
- Prepared monthly, quarterly and annual documentation of tax payments.
- Reconciliations of the Sundry Creditors and Sundry Debtor on the monthly basis.
- Accounting of CLSS Subsidy, which has given by the government under PMAY scheme.

Branch Support :

- Independently handled and monitoring total 105 Branches out of 325 Branches.
- Transaction between HO and Branches (Approx 2800 entries passed on monthly basis).
- Properly Co-ordinating with the Retail in-Charge officer and provide strong solution in relevant to accounts.

Monitoring over Insurance Premium Collection and Re-Conciliation :

- Accounting of Insurance Premium Cheques (Entries pass more than 1600 Cheques)
- As well as Realisation status and Dishonor status provide to the concern department.

Ferro Fine Alloys

Trading Company of Industrial Ferro Alloys Raw Materials

Profile : Account Executive

Feb 1, 2016 – Aug 30, 2017

- Day-to-day maintain Books of Accounts.
- Payment Follow-up and making payments of Sundry Creditors in Tally 9 ERP.
- Bank Reconciliation.
- Submission of monthly Stock Statement.
- Monitoring Taxation Related work like Monthly Calculation of VAT and CST and it's Online Payment made. and also submitted their Returns.
- Regarding Excise duty, Quarterly Excise Amount Calculation and Quarterly Returns Submit of Excise. and also submitted their Returns.
- Preparation of Monthly MIS reports as and when requirement by the company.
- Generated Online Form 402 and 403.

Fasttrack HR Services Pvt Ltd**Human Resource Services Provider (Manpower Recruitment Agency)****Profile : Account Executive****Sep 16, 2014 – Jan 23, 2016**

- My Primary Responsibilities is to maintain Books of Accounts.
- Payment Follow-up and making payments of Sundry Creditors in Tally 9 ERP.
- Bank Reconciliation.
- Preparation of Monthly MIS reports as per requirement of the company.
- Account Finalization Activity with help and Co-ordinate of C.A
- Monthly Payroll Management maintain of each staff employee.

Perfect Art Casting**Leading Manufacturer of Casting****Profile : Account Assistant****Sep 29,2010 – Mar 31,2012**

- Day to Day maintain financial records in the Books of Accounts.
- Payment Follow-up and making payments of Sundry Creditors in Tally 9 ERP.
- Bank Reconciliation.
- Submission of monthly Stock Statement.
- Monitoring Taxation Related work like Monthly Calculation of VAT and CST and it's Online Payment made.
- Regarding Excise duty,Like Cenvat Credit Taken in RG-23 Part-1 & RG-23 Part-2 & RG-1 Maintain (Manual)
- Preparation of Monthly MIS reports as per requirement of the company.
- Generated Online Form 402 and 403.

Computer & Languages Literacy

- ✓ Proficient in commonly used business applications software Windows XP, MS Office, Including MS Word, MS Excel etc.
- ✓ Operating knowledge of different Versions of tally, i.e Tally.Erp9 and Tally Prime.

(Bhavin Shah)