

CA. CHINTAN N. SHAH

6, KANCHIPURAM FLATS,
7, PARMESHWARI SOCIETY,
VASNA, AHMEDABAD – 380 007.

Phone: (M) +91 99799 35896

E-mail: chintanshah236@gmail.com

Objective

I seek a career, which would provide me challenges and learning opportunities. I aspire to grow both intellectually as well as professionally while making possible contributions to society and country.

Education

- Chartered Accountant
- M.Com

Academic career

DEGREE	YEAR	PERCENTAGE	INSTITUTE
C.A.	Nov – 2010	52 %	ICAI
M.Com	2011	55 %	EXTERNAL
B.Com.	2004	63 %	H.A. COLLEGE OF COMMERCE
H.S.C.	2001	80 %	SADHANA VINAY MANDIR

Computer Knowledge

- MS Office
- Tally, Taxation software (Compu-Tax)
- ERP Software (Udyog Software)

Areas of Interest

Taxation, Audit, Accounts, Banking & Finance

Working Experience:

- (1) Working as **Accounts Manager with Vimalachal Print and Pack Pvt Ltd** since Aug-2016.

Job Role/ Work Profile:

- Accounts & Taxation and Audit: -
Finalising monthly GST, TDS return and guiding in day to accounting.
Finalising annual accounts of the Company, Income Tax calculation and due compliance and documentation for ROC works.
- Statutory, Internal, GST, Cost Audit, Bank Stock Audit coordination, query solutions and its compliances.
- Notice and assessment compliances on Income Tax, ROC, GST.
- Quarterly MIS and budgetary reports preparation for Adv. Tax and for other purposes for Top management requirement.
- Banking liaising, submitting monthly stock statement to Bank loan, monitoring receivables and payment cycle,
- Government subsidy, EPCG incentive scheme documentation and its compliances.
- ERP Software designing & implementation at production and accounting level.

- (2) Working as Asst. Manager (Finance & Accounts) in VASA Pharamchem Pvt Ltd from May-2015 to February-2016.

Job Role/ Work Profile:

- Monthly MIS: -
Preparation of monthly MIS reports & analysis.
- Accounts & Taxation: -
Guiding and day to day accounting on accounts and Statutory tax returns working (Vat, Service Tax, TDS etc.) payments and compliance on notices, preparation of Advance Tax working.
Bank Reconciliation and daily balance monitoring, import & export bill accounting.
- Finance: -
Preparation of CMI data, submitting monthly reports to Bank loan, payment cycle for receivables & payable, guiding on financing activity.

- (3) I had worked as **Asst. Manager (Audit & Accounts)** in **Sandesh Ltd** from December-2014 to May-2015.

Job Role/ Work Profile:

- Account and Internal Audit:
Accounting and internal audit of group companies, working of VAT, Service Tax, TDS Calculation and return filing.
- Statutory Compliances:
Notice compliances on Income Tax, TDS, and Service Tax matters of the group companies.
- Audit-Coordination:
Acting as audit coordinator between management and internal Auditors of Sandesh Ltd.
- Compliances of audit from all departments like News Print Division, Telecast Division, Spotlight Division and also Real Estate business (Apple woods Estate Pvt. Ltd)
- Preparation of **MIS reports and its analysis.**

- (4) I had worked as Audit & Taxation Executive in **Hemanshu Shah & Co.,** Chartered Accountants Firm from January-2010 to December-2014 (5 years).

Job Role/ Work Profile:

- Preparation of audit program, carried out statutory, Internal & tax Audits.
- VAT, Excise, Service Tax returns, Excise (DEPB License), Service Tax return and refund claims procedures.
- Finalization of Balance Sheets of Limited & Pvt-Ltd companies, firms and individual & day to day accounting of various entities.
- Providing tax planning services with reference to current legislation.
- Preparation of Domestic Transfer Pricing report. (Sec.92E).
- Preparation of income tax returns.

(5) **Articleship Training:**

I had completed my articleship training in July-2006 with **J.M.PATEL & Bros., Ahmedabad** with whom I had worked for four and half years.

Job Role/work profile:

- Verification of accounting vouchers, Bank reconciliation.
- Verification of loan documents, interest rates, renewal terms, with sanction letter and Investments details.
- Day to day Accounting and Ledger scrutiny.
- Taxation matters such as Income Tax Return Preparing.
- Preparation of audit report of companies, firm, trust, co-operative society, educational and charitable Trust
- ROC form filing, Wealth Tax.
- I have done all kinds of the audit work such as Statutory & Internal Audits of Companies, Bank, Government Organization, educational and charitable Trust & Co-Operative Society Tax Audit, Stock Audit.

Personal Information:

Date of Birth	:	23 rd June, 1984
Father's Name	:	Naimesh B. Shah
Marital Status	:	Married
Religion	:	Hindu (Jain)
Languages Known	:	English, Hindi & Gujarati

(CA.CHINTAN N SHAH)