

CURRICULUM VITAE

Shefali R. Sheth

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Career Objective :

Aiming at constant up-gradation, both professionally as well as personally, in my career, with emphasis on organization's success through my hard work. I want to work in a challenging environment and derive professional satisfaction there from

Virtues :

Ability to learn quickly, good communication & inter Personal skills to successful completion of assigned Task on time and manage it very well.

Synopsis :

- A competent Training (Article ship) under the head of Chartered Accountants over 3 years and 7 years experience in firms in the areas of Finance, Accounts, Taxation, Auditing, Appeal, Scrutiny & Banking operations.
- **Currently Working with Shreekant S Shah & co. as a Partner in firm.**
- Possess comprehensive experience in managing activities related to accounting & finance; skilled in the overseeing preparation of financial statements, Statutory audit, Internal audit, Due diligence, performance analysis, Management consultancy, GST and Income Tax consultancy, etc
- Adept in supporting and sustaining a positive work environment that fosters team performance with strong communication and relationship management skills.

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Current Role:

- Current Organisation : Now **Shreekant S.Shah and Co.**(after merger with C.N.shah & Co. in December 2017)
Office 345,Ground Floor,Opp.Choice Restaurant C.G.Road ,
Navrangpura,Ahmedabad-380009
- Duration : From February 2014
- Position : Partner
- Experience as Internal Auditor of Sports Club of Gujarat Ltd., Bhavnagar Energy Company Limited, Gujarat Institute of Disaster Management and Camphor Allied and Products Ltd.
- Independently handling all the GST related work along with GST team and guiding the staff for the same,Income Tax related works,service Tax related Matters of Sports Club of Gujarat Ltd. And Other Clients of Our Firm.
- Independently handling all Tax Audit works of all clients of our firm.
- Good experience of statutory audit of all our Private Limited companies.
- I have also worked as Bank statutory auditor of State bank of India.
- I also have experience of Concurrent auditor of Ahmedabad Mercantile Co-op Bank (branch).
- I also Handling the GST Audit and Vat audit of Limited Companies in this firm.
- Gain the good experience of Assessment proceeding cases and scrutiny cases under Income Tax Act and Service Tax in this firm.

Work Experience:

- Previous Organization : Dhiraj M Thakker and Co
4 Singapore Avenue
Near Lal Bunglows
C.G.Road, Ahmedabad-09
- Duration : From January 2012 to January 2014
- Position : Account Assistant
- I had independently handled audit assignments for Proprietary firms,private companies and all taxation related works.

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- While working with Dhiraj M Thakker and Co,I had handled all ROC related works.
- I had handled Service Tax related works and VAT related works.
- I learned there all direct taxes and indirect taxes works alongwith many account assignment.

Work Experience :

- Previous Organization : Bhadresh R.Shah & Asso.
203, Nalanda Enclave
Opp. Sudama Resort,
Pritamnagar, Ahmedabad-06
- Duration : March'08 to September'11
- Position : Articled Assistant

While Working For Bhadresh R.Shah & Asso. I have independently handled audit assignments for various Trusts, Proprietary firms and private companies.

- Con-current and Statutory Audit of Nutan Nagrik Sahkari Bank
- Internal Audit Of Prem Jyot Fabrics Limited, Ackroll Steel Private Limited, Crystal Quinone Pvt. Limited .
- Income Tax Audit, Vat Audit
- Income Tax related work
- TDS Related work.
- Service Tax and ROC related work.

Academic Profile:

Degree	Year	Institute
C.A.Final	2012	Institute Of Chartered Accountants Of India
C.S. Professional	2012	Institute Of Company Secretaries Of India
C.S. Executive	2010	Institute Of Company Secretaries Of India
C.A. PE II	2007	Institute Of Chartered Accountants Of India
C.A. PE I	2006	Institute Of Chartered Accountants Of India
B.Com	2008	Shivaji University Of Maharashtra

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Others:

Pursued certified courses of IFRS and Ind AS from Institute of Chartered Accountant of India (Ahmedabad chapter) in 2016.

Attending Seminars and Training lectures from ICAI chapters.

Personal Appraisal & Key Skill:

- Excellent Impersonal skills and able to relate well to people from a variety of culture.
- Highly motivated, flexible,easily trainable& having a cheerful 'positive' attitude.
- Good telephone manners and office etiquette.

Computer Awareness:

- MS Office [Word, Excel, Outlook Express, Internet] & Networking
- Tally Package and Somewhat SAP also.
- Easy Tax Software for I.Tax Returns and TDS
- Compu Tax Software for I.Tax Returns and TDS.

Strength:

- Ability to take up responsibilities and deliver positive results.
- Patient with an ability to handle situation in a calm and composed way.
- Look at every challenge as an opportunity to learn and improve.

Hobbies/Interests:

- Reading, Listening to music, singing and dancing.
- Playing Badminton and Basket Ball.
- Traveling and exploring new places.

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Personal Details

Address : 31 Bhagwati Kunj Soc,
Near Ravinagar School,
Vejalpur Road,
Jivraj Park,
Ahmedabad-380051

Date of Birth : 01.11.1987

Place of Birth : Indore

Cast : Hindu

Languages Known : Gujarati, Hindi & English

Marital Status : Married

I hereby declare that the given information is true to the best of my knowledge.

Shefali Sheth