

# DARSHAN RAJENDRAKUMAR SHAH

(CS, M.COM, CA-INTER)

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## Contact Details:-

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## Snapshot:

- Self-Motivated, able to work independently, accomplished problem solving, leadership, analytical skills and ability to make balanced, independent decisions
- Good understanding of Business Processes and a quick learner
- Having more than 10 years' experience, in Finance, Accounts and Taxation
- Excellent communicator with strong negotiation skills having leadership qualities & analytical power

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## Strength:

- Managing Financials, Taxation records of more than 15 projects and finalizing the Books of accounts by using the requirements of Ind AS, IFRS, Income Tax act provisions
- Comply with the provisions of The Companies Act and able to provide guidance on company Law matters, Legal Documents Drafting and verifications, ROC filing
- Comply with GST in calculation, return filling and payment processing for entire Gujarat region and Two Union Territories
- Develop and implement a Process flow chart for smooth and easy going departmental process
- Liaising with Government, Auditors and Income Tax Department for statutory requirements
- Liaising with Bankers for end to end process
- Leading a team of more than 8 colleague

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## Achievements:

- Awarded by **"Outstanding Performance of the year"** for the year of 2018
- Getting an honoured of **"Corona Warrior"** for giving outstanding performance in saving lives of Peoples during COVID-19 pandemic situations by Govt. of Gujarat
- Getting an **excellent performance appraisal** for the year of 2018 and 2019
- Core member of **"Covid Care Committee"** to setting up Rules and Regulations and maintenance into the organizations

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## Financial Spotlight:

- Finalization of Books of Accounts Of all type of Body Corporates
- Setup an internal control system to drive the best financial outputs
- Fund Management and Budgeting in cost efficient, most accurate manner
- Setting up salary structure in teaming with HR in most beneficiaries to employee
- Maintain accounting in cost centre wise for the purpose of cost analysis

## **Assistant Manager Finance and Accounts**

**GVK EMERGENCY MANAGEMENT AND RESEARCH INSTITUTE**

**Jan'2018 - Present**

- Leading a team of eight, professionally well-equipped, colleagues and managing an entire Finance department of an organization having a strength of more than 5500 employees across Gujarat and Two union territories
- Role of Financial analyst, where I am reviewing monthly/quarterly/yearly Financial reports, Comparison of Budget vs Actual scenario, ratio analysis and presenting the reports to HO and higher management
- Role in Financial reporting, preparation of Financial Statements, and Finalization of Books of Accounts by using the requirements of Ind AS, IFRS, and other related and applicable compliances for 15 projects across Gujarat and Union Territories
- Preparation of Annual Budget, External as well as Internal, and presenting it to higher management and in Government department for timely disbursement of Grants
- Role of Policy Maker, where I have to develop various policies and Flow chart for easy and smoothening of departmental functions, liasoning and guiding to other departments for easy and smooth implementation of process
- Role of Portfolio Manager, where I have to manage the funds of appr. 500cr. In a year, creation of ICD, withdrawal of ICD, maintenance of sufficient fund to run an operation and to cop up with in any emergency situation, planning to gain highest interest out of excess fund, and to streamline flow of liquidity
- Role of Compliance Officer, where it is under my responsibility to liasoning with different auditors (Stat. Auditor, Internal Auditor, CAG Auditor), providing an information and documents to them and submit their reports to higher management, Payment and filing returns of all the statutory compliances applicable to an organization (PF, ESIC, PT, LWF, TDS, GST, ROC, etc.)
- Role of Payroll Manager, where I have to check the payroll register and processing of salary of more than 5500 employees, every month, timely disbursement of salary
- It is under my responsibility to comply with the provisions of GST in calculation, return filing and payment processing for entire Gujarat and Two Union territories, to comply with the provisions of TDS/TCS in calculation, payment processing and return filing
- Drafting and verification of various Legal documents
- Role of Trainer, where I have to train all colleagues regarding any new updates or regarding applicability of new process

### **Major Achievements:-**

- Processing the Salary of more than Five Thousand Employees single handed
- Handling the Statutory Compliances of Entire Gujarat and UT (GST,TDS, PF, ESIC, PT, LWF)
- In house GST filling and liaise with Direct tax department in case of statutory requirements
- Procurements of fund of All the Statutory Payments for entire Gujarat and UT
- Setting up Smooth internal control system for streamline financial performance
- Checking and approving of all the tender documents

## **Senior Executive cum Assistant Company Secretary**

**AHMEDABAD TEXTILE INDUSTRY'S RESEARCH ASSOCIATION**

**Jun'2016 – Jan'2018**

- Leading a team of three, professionally well-equipped, colleagues where I have to manage the routine Finance function and reporting the same to Finance Manager
- Role of Preparation and Presentation of Financial statements by applying the requirements of Ind AS and other related applicable standards
- Role of Preparation of MIS and reporting of the same to management, calculation and analysis of various ratio analysis
- Assisting to Company secretary for conducting of Board meetings, AGM, preparing Minutes of meetings, drafting of various legal deeds, documents etc.
- Responsible for timely payment and filing of statutory dues like TDS, GST, ROC, PF, ESIC, PT etc. and handling of scrutiny assessment procedures
- Responsible for end to end liasoning with Auditors and submission of reports to management and also handling secretarial audit

### **Major Achievements:-**

- Filling of statutory returns like GST, TDS, ROC, etc. Independently
- Setting up Smooth internal control system

## **Audit, Accounts and Secretarial Manager**

**SUDHANSHU J. PATHAK AND CO.**

**Aug'2014 – Jun'2016**

- Responsible for conducting and completion of Statutory Audit, Internal Audit, Compliance Audit for different organizations
- Finalization of Books of Accounts and preparing Financial statements by using the compliances of AS and other related provisions
- Preparation of Tax computations for different segment of companies and giving them Best tax saving advice

### **Major Achievements:-**

- Leading the Team of More than Five Peoples
- Trained more than ten article Staff

## **Article Assistance**

**PIYUSH J. SHAH AND CO.**

**Aug'2011 – Aug'2014**

- Finalization of Books of Accounts, Preparing BRS, Inter-company reconciliations, etc.
- Responsible for conducting an Audit, preparation of Tax Audit reports, Audit reports, etc.
- Preparing CMA reports for Project Finance
- Preparing various certificates like 15CA/CB, Net worth etc.

#### Computer Proficiency :

- Office Automation : MS Office
- Software : Oracle, ERP, Tally (all versions), Easy Office, PFMS, Genius, Other Accounting Software's
- Networking Knowledge : Internet

#### Skill Development Programmes :

- I have completed the Information Technology Training Course organised by The Institute of Chartered Accountants of India
- I have also completed the Orientation Programme conducted by The Institute of Chartered Accountants of India
- I have taken a training of PFMS (Public Financial Management System), a system developed by office of the Controller General of Accounts, Ministry of Finance, to effect payments directly to the bank accounts of intended beneficiaries of Govt. of India
- I have completed certification course on Export and Import, conducted by Ahmedabad Management Association

#### Professional Qualification :

YEAR	DEGREE	INSTITUTE/UNIVERSITY
2019	CS	The Institute of Company Secretaries of India
2011	CA – Inter	The Institute of Chartered Accountants of India
2016	M.Com	Gujarat University

#### Personal Information :

- Languages Known : English, Gujarati, Hindi
- Hobbies : Reading, Travelling
- Attributes : Self Motivated, Honest, Smart Working, Team Leader