

RESUME

NILAM A.SHAH

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Date of Birth ▶ 23.10.1979

Sex ▶ Male

Objectives ▶

- To achieve best result by combining 21 years functional experience.

Summary ▶

■ Over 21 years experience in the Textile Industry, Laminate Industries, Automation Industries and Ceramic Industries in Commercial Dep't , Accounts, Finance & Knowledge of Audit. Which includes Accounts, In Accounts knowledge of GST, Balance Sheet, P & L, Banking & Finance, M.I.S. Sales Tax, and responsibility of all type of banking matter, Main responsible for Excise & Customs Clearance, Import-Export Procedures. Excise, Customs, DGFT & Service Tax all document make which include all correspondent direct party & Govt. Best Working knowledge of Liaising with Government and relevant various authorities.

Liasoing with other organizations, industry and regulatory authorities. Responsible for ensuring that the operations of the firms business comply with internal and external compliance standards with respect to a specific section.

- In account base of complete knowledge in Mfg. co.
- Handle the all type of work successfully manage by me.
- All type of work in commercial dep't experience as my best knowledge.
- Assisting Quarterly, Monthly & Annual Result and Report preparation.

Skills ▶

■ Best Working knowledge of MS DOS, Word Star, Lotus, word, Excel, Windows, Power point, Tally Accounting, ERP, F.A.S., Internet & E-mail surfing, SAP, Online DEPB Claim, Online E-Payment of all Govt. Payment.

Experience



- VINAL TEXTILES LTD. Himatnagar (2.5 Years)
- GUJARAT AMBUJA EXPORTS LTD. (100% EOU) Himatnagar (5.5 Years)
- TOUCH LAMINATES PVT. LTD. Himatnagar (3.5 Years)
- KATLAX ENTERPRISES PVT. LTD. Santej, Ahmedabad (4.5 Years)
Asst. Manager (Comm'l)
- SWASTIK CERACON LTD. Ahmedabad. (3.5 Years)
CENGRES TILES LTD.
(Manager Excise)
- ADISON GRANITO PVT LTD. (Till Cont.)
(Manager)

Current Responsibilities Includes



Overall responsibilities of Commercial Dep't, for GST, Excise, Customs, Service Tax & Banking in relation to L.C. of Inland, all type of banking work, Export, Import, Service Tax work to interest with local range, division, Commissionerate other related dep't. Through knowledge as my best GST, Excise, Service Tax & Customs, Import-Export Policy.

Responsibilities for ensuring compliance with GST, Central excise, export – Import, service tax, Customs, DGFT and related various activities, guiding the operating personnel and liaising with GST, excise – customs and all other authorities. Day to day GST, excise work, liaising work. Day to day work of all type banking and other related to all authorities.

- ☞ All Responsibilities of GST, Excise-Customs.
- ☞ Export – Import.
- ☞ Service Tax.
- ☞ Sales Tax work
- ☞ Day to day all Banking Correspondent including all type of LC & BG Matter.
- ☞ Govt. Liaising including all type of correspondent.
- ☞ All type of Correspondent and co-ordinate with all sector.
- ☞ Overall Knowledge of GST. i.e. Return, Refund, correspondent etc..

- Manage & Preparing MIS report & Benchmarking.

■ Preparing & Manage Excise, Export, Import Document for used in 100% EOU like as procurement of Material against CT-3, Import material from B-17 Bond, also make a Bill of Entry for re-warehousing of Import Goods, filling a Return, regular correspondent with Range, Division and commissionerate, Arrange a permission from AC, and all other record monitor as per laid down procedure in EOU.

- Manager & Preparing Export – Import document, Pre shipment to post shipment and also DGFT document, Forms and all other document related banking, Central excise & Customs, service tax.
- Preparing all type of return which includes Excise & Customs, Service tax, Account, Income tax.
- Scrutinize a book record like as RG-1, Part-II, Part-I, Proof of Export, and all take up matter regarding in Excise & all type of record maintain by me. In relationship with any permission. Make a dispatch document.
- Manage also Excise Audit and all type of data prepare related to GST, Excise audit and other work.
- Knowledge of Tally accounting & F.A.S., SAP system as my best through my experience.
- Inventory valuation base on account concept & Ration analysis.
- Standard cost working.
- As my Best complete knowledge to Foreign Documentary Bill of discount and collection of a L.C. export/Import.
- Knowledge in excise & customs type of company which includes unit 100% EOU, SSI, Non SSI, Major.

Education



- M.Com with First Class in 2002 from Hem. North Gujarat University, Patan, (Gujarat)
- B.Com with First Class in 2000 from Hem. North Gujarat University, Patan, (Gujarat)

Area of Interest



- Finance, International Trade Management, Trade Finance.

NILAM SHAH