

Akshay Shah

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An enterprising and ambitious Professional. Having excelled in academia, seek a challenging and responsible position in an organization that will utilize and enhance my skills and knowledge contributing towards the growth of the organization. All I can commit is dedication, hard work and quality.

Key Skills:

- ☐ Committed towards work
- ☐ Flexible and adaptable
- ☐ Team Player

Professional Synopsis

- ☐ Presently associate with **Talati & Talati LLP** Ahmedabad as an **Audit Executive** in Audit & Assurance Department since December 2020.
- ☐ Previously associated with **S S M & Co. Ahmedabad** as an **Article Assistant** (from August 2016 to August 2019).

Educational Credentials

| Sr. No | Particular | Institute/University/Board | Year of Passing |
|--------|-------------------------|--|-----------------|
| 1 | CA- Final | Institute of Chartered Accountant of India | Awaiting |
| 2 | CA-IPCC Group 2 | Institute of Chartered Accountant of India | May 2019 |
| 3 | CA-IPCC Group 1 | Institute of Chartered Accountant of India | May 2016 |
| 4 | MCOM | Gujarat University, Ahmedabad | April 2019 |
| 5 | BCOM | Gujarat University, Ahmedabad | April 2017 |
| 6 | HSC (12 th) | Gujarat Board, Ahmedabad | March 2014 |
| 7 | SSC(10 th) | Gujarat Board, Ahmedabad | March 2012 |

Roles and Responsibilities: Talati & Talati LLP Ahmedabad

- ☐ Concurrent Audit of Branch from basic vouching and verification to preparation and finalization of report.
- ☐ Internal Audit Report
- ☐ Working in a team size of 3-4.

Roles and Responsibilities: S S M & Co. Ahmedabad

Have gained hands-on exposure across various sectors as below while working in teams of 2-3 as a leader and as a member:

1. Banking

- ☐ Concurrent Audit of Branch from basic vouching and verification to preparation and finalization of report (for Branches of Bank of India and Union Bank of India).
- ☐ Revenue Audit conducted on Quarterly basis (for a branch of Bank of India).
- ☐ Special Audit of NPA Accounts.
- ☐ Stock Audit from client visit, verification of stock to preparation of Audit Report.
- ☐ Legal Audit of Cash Credit Accounts.
- ☐ Preparation of Compliance Report.
- ☐ Preparation of Interest Rate Certificate

2. Taxation

- ☐ Tax Audit with efficient working from basic vouching and verification, visit to client places, Ledger scrutiny, preparation of Tax Audit report, finalization procedure with clients and online filing.
- ☐ Tax Audits of Private Limited & Limited Companies involved in manufacturing, trading construction and banking sector, Partnership and proprietary concerns, Co-operative Societies and Trusts.
- ☐ Income tax return preparation and filing for Individuals, Private Limited and limited companies, Partnership and proprietary concerns, Co-operative society and Trusts)

3. Audit

- ☐ Statutory Audit of Private Limited and Limited companies belonging to manufacturing, construction, trading and banking sector.
- ☐ Worked as Audit assistant in Internal Audit of Private Limited and Limited companies belonging to construction sector (for Dharamdev Infrastructure Ltd.)
- ☐ Work as Audit Assistant in Pre Expenditure Audit of Government Company (for Bhavnagar Energy Company Ltd., Gandhinagar).
- ☐ Efficiently performed Ledger Scrutiny, verification of supporting documents, preparation of Audit report and finalization with Clients.

4. Books of Accounts

- ☐ Preparation and finalization of Books of accounts and financial statements for Private limited companies, Partnerships and proprietary concerns as per the applicable Statute.

Core Strengths

- Excellent Computing Skills.
- Proficient with the use of Windows, MS Office, Tally (ERP), Finacle 7 & Finacle 10,
- Achievement oriented with excellent people management skills and ensure timely completion of allotted tasks.

Personal Details

- ☐ Date of Birth : 14th February, 1997
- ☐ Nationality : Indian
- ☐ Languages Known : English, Hindi and Gujarati
- ☐ Father's Name : Ashokbhai Rasiklal Shah
- ☐ Mailing Address : A-201, Nirman Rejoice, Nr. Jagatpur Crossing, Jagatpur, Ahmedabad