

CURRICULUM VITAE

HIMANI SHAH

Contact Information:

Mobile: +91 7043196145

Local Address:

D-101, Satya
Apartment,
Near Sata Dhar Char
rasta
Ghatlodia, Ahmedbad-
61

E-Mail:

himani.shah1990@gmail.
com

Personal Data:

-DOB : 19-Aug-
1990
-Gender : Female
-Nationality : Indian
-Marital Status : Married

Languages Known:

- Gujarati
- English
- Hindi

Areas of Interest:

- Listening Music
- Reading Books
- Travelling

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 learning and challenge oriented environment and derive professional satisfaction there from.

Academic Record

Course	Year	Institute	Result
C.A	2016	ICAI	54%
M.Com	2012	M.S.University	63%
B.Com	2010	M.S.University	67%
HSC	2007	GSHSEB	79%
SSC	2005	GSHSEB	72%

Employment Scan

- Currently working in **Patel & Mehta, Chartered Accountant** (Ahmedabad) as Manager – Taxation & Audit since March 2017.
- Worked at **M.J. Parsiya & Co. – CA Firm** (Baroda) as Assistant Manager – Taxation & Assessment Work from June 2016 to Jan 2017.
- Worked at **M.J. Parsiya & Co. – CA Firm** (Baroda) as an Article Assistant from February 2011 to July 2014.

Personal & Professional Competencies

- Ability to function effectively in a multi-tasking environment.
- Having a natural drive with a loyal, strong and proactive work ethics.
- Demonstrate professional behavior at every opportunity.
- Strong analytical and logical skills.
- Protect organizational interest by keeping information confidential.

Work Exposure

❖ Auditing

- Tax Audit - under the Income Tax Act, 1961 which includes primary vouching, ledger Scrutiny, Reporting and preparation of financials.
- Internal Audit - depending on management's needs and requirements.
- Compliance with Accounting standards and other norms.
- VAT Audit – Various trading, manufacturing and construction business clients.
- Audit work of Government Department.
- Scrutiny of Sundry debtors and analysis of collection period.
- Stock Audit

❖ Taxation-Indirect

- *Goods and Service Tax.*
 - o GST Registration
 - o Return filling
 - o Managing GST related scrutiny/Notice with Department
 - o E-Way Bill compliance
- *Service Tax and Sales Tax (VAT)*
 - o Registration
 - o Return Filling
 - o Form 402 and Form 403 compliance
 - o C-Form compliance
 - o Liaising with Tax authorities for Service Tax and VAT assessment
 - o ROF registration

❖ Taxation-Direct

- *Income Tax*
 - o Filling of ITR of Individuals, Partnership firm & Corporate clients
 - o Advance Tax Liabilities calculation
 - o Handled Income Tax scrutiny
 - o Form 61A filling
 - o Form 15CB filling
- *Tax Deducted at Source (TDS)*
 - o Compliance of TDS provisions
 - o Form 24Q, 26Q and 27EQ
 - o Handled TDS related scrutiny

❖ Banking & Govt opportunities:

- Internal audit of Ahmedabad District Co-op Bank.
- Assisted in Statutory Audit of State Bank of India.
- Financial analysis and ranking of firms for Government Tender applications.

❖ Payroll & Accounting:

- Payroll Audit which includes Monthly salary process, allowability of reimbursement vouchers and TDS implications on Salary.
- Book Keeping in an Accounting Software-Tally,
- Preparation of reconciliation statements such as Banks, Debtors and Creditors and compiling accounting data into relevant information.

Skills and Strengths

- *Achievement oriented with an ability to manage change with ease.*
- *Able to work with deadline.*
- *Reliable, Honest, Punctual and Loyal towards Work with Multi-tasking ability.*

Computer Literacy

- *Computer Training of 100 hours recommended by ICAI, covering basics of computers, Microsoft tools, Tally, Internet etc.*
- *Hands on experience in Office packages like Word, Excel, Power point.*
- *Hands on software such as Compu office Online, Spectrum, Web GST, SAT-VAT, Easy VAT, Saral TDS, Genius etc.*

Interpersonal and Communication Skills

- *Completed 15 days General Management Communication Skills (GMCS) classes organized by Baroda Branch of WIRC of ICAI.*
- *Completed 7 days of Orientation Programme organized by Baroda Branch of WIRC of ICAI.*

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