AMRISH SHAH

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| AREAS OF EXPERTISE  *25+ years’ Experience Account & Finance Design and Implementing Financial system Financial Planning Auditing & Taxation Commercial Operation Resource management Risk management*  *MIS*  *Strong Analytical skill Quick educated decision*  *Communication skill with Bank and other Authorities.*  *Leadership quality*  CAREER STATEMENT  *“Apart from contributing to the processes and strategies which enhance any projects I am working on, I feel that my greatest strengths are firstly my ability to deliver projects to agreed timescales.*  *Secondly my skill at gaining a clear understanding of a client’s exact needs, and thirdly being able to co- ordinate and lead all project team resources whilst at the same time building strong working relationship with other project managers.“*  Amrish Shah | PERSONAL SUMMARY  Having 25+ years of work experience, out of 13 years in India & 12+ years in Dubai (UAE)  To work and grow in a reputed company suitable to my position. I would also like to works in an atmosphere where I can use the best of my knowledge and skills to grow professionally and personally along with the organization to achieve the goals.  I am willing to travel and/or spend long periods abroad, and I currently looking for a suitable position with a market leader company.  CAREER SUMMARY   * Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS, Exports Management and export document negotiation. * Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization. * Strong analytical skills * Good relationship management & negotiation skills in liaising with Banks, other financial institutions and various regulatory authorities. * Well versed with Tally ERP, Tally Prime, and Microsoft office.   **KEY SKILLS**   * Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control. * Preparing Annual Budget and forecasting trends. * Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinating the preparation of strategic plans, budgets, and financial forecasts. * Developing and updating accounting, finance and management policies, and procedures. * Effective Cash Flow Management * Monitoring budgets and comparing them with actual costs and revenues related to production, marketing, and capital. * Coordinating the preparation, maintenance and filing of projected P&L Accounts, Bills Discounting, and Balance Sheet as required by bank authorities, and other financial institutions. * Coordinate the preparation of Financial Statements, Financial Reports for internal usage. * Getting control accounts reconciled and sorting out the discrepancies * Filing GST, VAT return, E-TDS payment & E-TDS quarterly return, Independent |

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| PERSONAL SKILLS  *Solution orientated Relationship building Detail orientated Decision making Perseverance*  *Attention to detail Confident*  *Flexible & adaptable Positive attitude*  PROFESSIONAL  *Microsoft Office Tally ERP*  *Tally Prime*  *English Speaker Gujarati Speaker*  PERSONAL DETAILS  *C/1003, Shree Narayan Exotica, Opp. Vishram Nagar Gurukul Road, Ahmedabad, Gujarat, India*  *Date of Birth: 11.09.1968*  *M: 9426621441*  *E:* [*amshah68@gmail.com*](mailto:amshah68@gmail.com) | handling of VAT, TDS & Income tax assessment.   * Remitting foreign currency for import advance & other expenses like traveling, consultancy, advertising and project export. * Negotiating with the banks for export documentation requirements. * Opening LC for inland and foreign party, bank guarantee for the import goods and Govt. policy. * Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various departments Implementing training courses for new recruits   **EXPERIENCE**  V V Govani and Co. ( Chartered Accountant)  Ahmedabad, Gujarat  GENERAL MANAGER- Account ***From Oct, 2021***  **Duties**   * Directly reports to senior executives; provides financial guidance and leadership to the company’s global R&D team. * Conducts financial analysis, planning, and reporting processes across the various corporate departments of all the clients. * Prepared, analyzed, and presented financial reports to the Client. * Assessed and evaluated the Client’s various business processes; introduced periodic changes for the purpose of improving forecasting models and financial reporting. * Represented the company in its meetings with Clients, financial service providers namely the banks, treasure management groups, investment banks, fund managers, and insurance corporations.   Endeavored that the company strictly complied with proper Cost Accounting Standards.   * GST Return filing * Income Tax return filing * TDS, VAT * Preparation of Audit reports. * Communication with Government Authority.   Alpha ARCH International Technical Works LLC  **DUBAI, UNITED ARAB EMIRATES (UAE)**  GENERAL MANAGER- Finance and Account ***April 2012 - 2020***  An accountable for managing the delivery of critical projects, and for providing managerial support for all the projects conducted by the company. Also responsible for providing monthly financial and technical updates of any known issues/risks to MD/CEO. Also work closely with other departmental managers to promote overall company effectiveness.  **Duties**   * Directly reports to senior executives; provides financial guidance and leadership to the company’s global R&D team. * Conducts financial analysis, planning, and reporting processes across the various corporate departments. * Partners with R&D finance counterparts in all corporate sectors; manage costs and the P&Ls of various departments. * Provides financial updates and insights on departmental budgets; identifies risks, potential opportunities, and conceptualizes long-term strategies for the purpose of improving efficiency. * Studies, designs, and recommends complex business funding models across the various departments and divisions; provides creative solutions to funding problems. * Manages the periodic forecasting schedules including direct accountability for all costs for the purpose of providing accurate budgeting, variance analysis, and financial reporting. * Assessed business needs, resolved risks, and identified opportunities for growth. * Developed team by recruiting, selecting, orienting, and training personnel; factored in personal growth prospects for staff, and provided timely feedback. * Presided over the financial portion during the company’s quarterly business reviews. * Led the creation of comprehensive pro forma financials for product development projects, customer, and competitive analysis. * Actively headed the company’s various finance-wide projects. * Provided formal and informal training on financial concepts and systems to various team members.  AL ASKAR CONTRACTING **DUBAI, United Arab Emirates (UAE)**  FINANCE MANAGER ***April 2008 – 2012*** Duties  * Directly reports to senior executives; provides financial guidance and leadership to the company’s global R&D team. * Conducts financial analysis, planning, and reporting processes across the various corporate departments. * Prepared, analyzed, and presented financial reports to the company’s main decision-makers. * Assessed and evaluated the company’s various business processes; introduced periodic changes for the purpose of improving forecasting models and financial reporting. * Represented the company in its meetings with financial service providers namely the banks, treasure management groups, investment banks, fund managers, and insurance corporations. * Endeavored that the company strictly complied with proper Cost Accounting Standards. * Conducted tax audits and all necessary procedures to ensure timely and proper reporting of tax payments to the local tax authority. |
|  | ***M/S. DHANRAJ AND COMPANY***  **Surendranagar, Gujarat, India**  ACCOUNTANT ***Period : 1998-2008***  ***AND***  *Period : 1998-2008*  ***M/s. ASIAN VENTURE LIMITED***  **Mumbai, Maharashtra, India**    ACCOUNTANT ***Period : 1995-1997***    **Duties**     * Handling of Purchase Department and Admin Department * Tender i. e. preparation of quotation and pricing * Dealing with Clients, and Vendors * Preparation of Balance Sheet, Profit and Loss, Trial Balance * Bank Reconciliation Report * Auditing * IT Returns * Maintained Stock and prepared report * Advance Tax, Service Tax and VAT Challans * Tax Planning * Bank Transaction * Pay Roll * Cost Control * Invoices * Payment Follow-ups and collection * Petty cash   **ACADEMIC QUALIFICATIONS**  Bachelor Degree of Accounting and Finance (Bachelor of Commerce)  Gujarat University, Ahmedabad, Gujarat, India. Year : 1981-1983 |