**Curriculum Vitae**

**Ishan Pankajbhai Dave**

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Ahmedabad – 380007 Email: [ishanpdave@gmail.com](mailto:ishanpdave@gmail.com)

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| **CAREER OBJECTIVE** |

My career objective is to practice and put to test my potentials in a quality environment. To be committed and contribute my fullest to all expectations entrusted upon me.

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| **PROFESSIONAL EXPERIENCE** |

**Experience:**

* Working as Credit Head (JMG Scale- I) in Bank of Baroda (Branch) at Ahmedabad from August, 2016.
* Worked as a Clerk in Bank of Baroda (Clerk) at Ahmedabad from May, 2014 to July, 2016.
* Worked as an Assistant Manager at Bhavesh Jhalawadia & Associates (Practicing Chartered Accountant) at Ahmedabad, from June, 2011 to March, 2014.

* Worked as an Articled Assistant at Practicing Chartered Accountant firm Umesh Shah & Associates at Ahmedabad, for a period of May, 2008 to December, 2010.
* Worked as an Articled Assistant at Practicing Chartered Accountant firm Mimish Girishkumar Shah at Ahmedabad, for a period of March, 2007 to April, 2008.

**Summary of Experiences and Job Responsibilities:**

* Annual Return e-Filling of individuals.
* Preparing proposals of loans and advances for retail, SME, Agri., Govt. Sponsored scheme. Monitoring of credit portfolio, General operations in banking, undertaking internal and statutory audit of branches, canvassing and marketing banking products.
* Accountant at Bank Branch, Assistance in Bank branch Audit (Statutory/ Con-current/ Internal).
* Stock Audit/Inspection, Godown Inspection.
* Drafting of various Deeds, Agreements, Legal Notices and other related documents.
* Statutory and Tax Audits of various Private Limited Companies, Partnership Firms and Sole Proprietorships as per Income Tax Act.
* Preparation of Financial Statements of Companies, Partnership Firms, LLP and Sole Proprietorships.
* Accounting, Book keeper, Bank reconciliation,

**Education Details are as follows :**

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| **EDUCATION** | | | | |
| **Degree** | **Institution** | **Board/ University** | **Year of Passing** | **Percentage Obtained** |
| C.S. Final | ICSI | - | - | Appearing for One Module (Three Modules Cleared out of Four) |
| CA Inter | ICAI | - | 2011 | 51 |
| B. Com | R. J. Tibrewal commerce College | Gujarat University | 2008 | 57 |
| XII | R. C. Patel School, Ahmedabad | G.S.H.S.E.B | 2005 | 80 |
| X | R. C. Patel School, Ahmedabad | G.S.E.B | 2003 | 70 |
| JAIIB | Indian Institute of Banking and Finance | - | 2015 | - |
| CAIIB | Indian Institute of Banking and Finance | - | 2015 | - |
| Certificate | Moody’s Analytics | - | 2019 | Certificate in Commercial Credit by Moody’s Analytics |

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| **COMPUTER SKILLS** |
| * **Good working Experience in Windows (Microsoft Excel, Microsoft Word, Microsoft Power Point)** * **Tally ERP 9, Tally 7.2** * **Finnacle 7,10 (Infosys software for Banking)** |

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| **PERSONAL DOSSIER** |
| * **Hometown : Ahmedabad-INDIA** |
| * **Languages known : English, Hindi, Gujarati** |
| * **Marital status : Married** |
| * **Interests : Playing Cricket and Volleyball, Watching football** |
| * **Date of Birth : 31st August, 1988** |

Consider myself with the legal & financial aspects. I am also confident of my ability to work in team and hereby declare that information furnished above is true to best of my knowledge.

**Place: Ahmedabad ISHAN DAVE**