**CA Dashank Shah **

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**CAREER OBJECTIVE –**

To secure, challenging & rewarding career in corporate world, where I can utilize my skills effectively and efficiently.

* **WORK EXPERIENCE -**
* **Dec. 2011 to Present - Account Executive at Ahmedabad University**
* Monthly reporting of Cash flow, Balance Sheet, Income Statement & Inventory analysis (MTD / YTD).
* Prepare & Finalize Annual Budgets, 5 year forecast planning’s & Board Meeting Presentation.
* Reporting, investigating & explain variance between Budget vs. Actual on monthly basis.
* Currently assisting on External audit’s up-to finalization.
* Provide clarifications of audit queries to the external auditors and finalization of audit reports
* Making period end adjustments in the books of accounts on a monthly / quarterly and annual basis. This also includes preparation of bank reconciliation statements on a monthly basis.
* Maintaining proper documentation with respect to vendor management, tendering, and accounts payables and accounts receivables.
* Ensure that transactions are booked in the system in a proper and timely manner.
* Handling Finance Module in ERP, actively participating in ERP Finance Module development.
* Also handling FCRA of University
* Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers.
* Handling Tax related work like due diligence, Income tax return, Service Tax return TDS return, handling scrutiny case.
* Finalization work of Accounts of University.
* Managing fund of University.
* Also handling Accounting, Audit, Taxation and ROC work of Section 8 Company.
* **Nov. 2007 to Jun. 2011 Article ship at Pankaj K Shah Associates, Ahmedabad.**

During my article ship, I have worked in following areas –

* **STATUTORY AND TAX AUDIT**
* Actively participated in audit process, finalization of Accounts and prepared Tax Audit Report of various Companies, HUF, Partnership Firms, Trusts and co-operative societies.
* Audited and commented on issues covered under CARO
* **Others**
* Prepared Cost Sheets for the Clients
* Maintained and finalized Books of Accounts for clients as per Indian GAAP
* Filled income tax returns of Private Companies, Partnership Firms, Hindu Undivided Families, Individuals and Trusts
* Prepared details for many scrutiny cases as well as penalty proceedings and also attended some of them
* Knowledge of Excise, Service tax, GST
* **PROFESSIONAL QUALIFICATIONS -**
* **CHARTERED ACCOUNTANT, The Institute of Chartered Accountant of India**
* Passed Common Proficiency Test With Marks 157 out of 200 In Nov 2007
* Passed Professional Competency Exam With Marks 336 out of 600
  + Group – I - 181 out of 300 in Nov 2009
  + Group – II - 155 out of 300 in May 2010
* Passed Final with Marks 424 out of 800
  + Group – I - 212 out of 400 in May 2012
  + Group – II - 212 out of 400 in Nov 2012
* **ACADEMIC QUALIFICATIONS -**
  + Master of Commerce (M. Com.), Accounts & Costing - 2011 - Avg. 55%.
  + Bachelor of Commerce (B. Com.), Accounts & Statistics - 2008 - Avg. 61%.
* **COMPUTER LITERACY :-**
  + Using Tally ERP 9 since last 4 years.
  + Proficient in applications of MS Office including MS Excel, MS Word, and MS PowerPoint.
* **STRENGTHS :-**
  + Positive approach, Sincere, Hardworking, Self-Motivated and Dedicated.
  + Strong analytical and interpretation Skill.
  + Can work under pressure.
  + Keen desire to learn.
  + Strong Communication Skill.
  + Can be a part of team or handle task independently.
* **PERSONAL INFORMATION :-** 
  + Date of Birth - 30th Nov., 1987.
  + Nationality - Indian.
  + Marital Status - Married.
  + Languages Known - English, Hindi & Gujarati.
  + Hobbies - Cricket, Tennis, Music, Reading.
  + Current Address - B/11 Pratiksha Appt., Narayan Nagar Road,

Shantivan, Paldi, Ahmedabad, Gujarat, INDIA.