**DIPEN SHAH**

**D/301, Ghanshyam Park, Naranpura, Ahmedabad – 380013**

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**Aspire to work in a dynamic environment that provides me a vide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to contribute to growth and advancement of the organization.**

**Synopsis**

* A dynamic professional with 3.5 years of Articleship training having exposure in the areas of Accountings, Taxation & Finance.
* Worked in the area of compliance of accounting standards, Auditing standards and CARO & implement the same.
* Handle TDS, Service Tax, VAT matter etc.
* Preparing Return of Income (INCOME TAX RETURN).
* Having knowledge of various laws viz Company Law, Income tax Act, SEBI Act, Banking Regulation Act, Professional Tax and Partnership etc.
* Exposure in the area of Compliance audit viz DP, NSE, and BSE audit.

**Professional Qualification**

* **Chartered Accountancy** Course from ICAI

**Final:** Appeared in November, 2012 (Result Awaited)

**PCC (2nd GROUP):** Cleared in May, 2010 with 161/300 marks

**PCC (1st GROUP):**  Cleared in November, 2009 with 150/300 marks

**CPT:** Cleared in November, 2007 with 119/200 marks

#### Company Secretary Course from ICSI

#### Professional programme: Cleared 2 Groups out of 4 in June, 2012

#### Executive programme: Cleared in June, 2011 with 302/600 marks

**Educational Qualification**

#### B.Com: Cleared in April, 2010 from Gujarat University with 61.78%

#### Class XII: Cleared in March, 2007 from GHSEB with 79.57%

#### Class X: Cleared in March, 2005 from GSEB with 79.71%

**Professional Experience**

* Worked with Nautam R. Vakil & Co. for 3.5 years as an Articled assistant.

**Work Description**

Exposure and valuable experience (as key member of the team) on Statutory, Internal & Tax Audits, Internal Checks & Controls, preparation of internal audit manual and Compliance Audit.

* **Statutory & Tax Audit**

**Major clients included**

* Karnavati Club Ltd.
* C. Jamnadas & Sons
* Dev Priya Hotels Pvt. Ltd.
* Fun Point Realities Pvt. Ltd.
* Various others small & medium size firms.

**Responsibilities included**

* Preparation of various charts related to TDS, Depreciation etc.
* Preparation of statutory reports & filling of tax returns.
* Providing Consultancy services to clients.
* Vouching of Various Books like purchase book, Cash Book, Journal Book.
* Checking & Establishment of internal control system.
* **Internal Audit**

**Major clients included**

* Jayesh Steel Pvt. Ltd.
* Khandwala Integrated Finance Service
* Monarch Project Finance Ltd,

**Responsibilities included**

* Timely calculation & deposit of TDS, service tax & other statutory dues.
* Preparation and review of various reconciliation statement e.g. BRS, Stock
* Analysis of Revenue & Capital Booking System.
* Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures and legal cases
* **Compliance Audit (DP, NSE, BSE etc.)**

**Major clients included**

* Monarch Project Finance Ltd.
* Aamrapali Management & Finance Service
* Khajanchi & Gandhi Group

**Responsibilities included**

* Compliance with day to day working like KYC, DIS, DRF etc.
* Compliance with data modification, transaction statement, operational manual etc.
* Worked in the area of Account opening, Transmission, pledge/hypothecation instruction etc.
* **Government Audit (Revenue Audit)** of Physical Research Laboratory.

**IT Skill’s**

#### Well familiar with MS Office, internet applications and various accounting packages like TALLY, Easy FAS etc

**Personal Dossier**

Father’s Name : Mr. Kirit Shah

Date of Birth : 28th February, 1990

Sex : Male

Language known: English – Gujarati - Hindi

Date:-

Place: - Ahmedabad **(DIPEN SHAH)**