D-142, Paras Prabhu Society

Opp. Vishal Nagar

Isanpur,

Ahmedabad-382443,

(GUJARAT).

Mobile: 8866522505

Email : shah.jeegar1992@gmail.com

**Jigar B Shah**



**OBJECTIVE**

To hold a key position with a prestigious and growth oriented firm and aim at

Maximum skill utilization while working towards the continuous development

Of the organization.



**EDUCATIONAL QUALIFICATION**

| S.S.C. | Passed in March-2007 with 62**%** from  Gujarat Education Board ,  GUJARAT |
| --- | --- |
| H.S.C. | Passed in 2009 with 61**%** from  Gujarat Education Board ,  GUJARAT |
| Graduation | Bachelor in Commerce  First Year **48%** ( 2010 )  Second Year **60%** ( 2011 )  Third Year **58%** ( 2012 ) |
| College (B. Com.) | Sahjananad Vanijya Maha Vidhyalaya |
| Post-Graduation | M.COM Part 1 Import Export Management with International Finance |
| University | Gujarat University - Gujarat |
| CURRENT SALARY | 46500/- CTC Per Month |
| Experience | * + **CIMCON Software (India) Pvt Ltd** – Since July 2015 to March 2021 as a Commercial Officer, **MRB Pipe & Tubes Pvt Ltd.** – 1 Year & 2 Months , **Active Engineer Co**. – 1Year   + Senior Account Executive at Synoptek India Private Limited - 3rd Mrach to as of now |

**COMPUTER SKILLS**

* Knowledge of Tally **ERP** 9 & Ms-Word & Excel, Netsuite

**DETAILS OF WORK**

* Taking care of registration required for any online bidding portal.
* Preparation of tender response and drafting all necessary legal and commercial documents required in the tender.
* Timely submission of tender as per prescribe mode either physical or on-line
* Submission of EMD and tender fee and follow up for receiving back
* Preparing Bank Guarantee against Security
* Maintaining all records and regular follow ups for getting PBG and SD back from the department.
* Preparing commercial bid for the tender
* Preparing PO and sent to overseas Supplier as per RC, Negation with Freight Forwarder for Domestic and International Dispatch (Payment Terms , Delivery Time) , Vendor Registration , LC discounting , Sales invoice , Generating E waybill , Co-coordinating with CHA for filling BOE and Shipping Bill
* Account payable, Account receivable GST work, Filling GSTR 1 & 3B On monthly basis , GST annual return ,Vendor Payment Bank reconciliation, Overseas Supplier payment , Report send to CEO every week
* Preparing MIS statement of PO vs Invoices , Budgeted vs Actual Expenses (Project to Project) Purchase and Sales invoices Summary on Monthly basis , Export under LUT and SEZ unit, Custom Clearance , Banking transaction with related to Import and Export

**REREFERAENCE**

**PERSONAL DETAILS**

| NAME | Jigar B Shah |
| --- | --- |
| FATHER’S NAME | Bharat R Shah |
| BIRTH DATE | 29th March 1992 |
| SEX | Male |
| CASTE | Hindu |
| MARITAL STATUS | Married |
| MOTHER TOUNGE | Gujarati |
| LANGUAGE KNOWN | English, Hindi, Gujarati |
| HOBBY | Listening - Music |

I hereby declare that the informations stated above are true to the best of my knowledge and belief.

**(Jigar B Shah)**