

Pathik Shah

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To,
The HR Manager

Re: With reference to job application for a suitable post.

Dear Sir/Madam,

It is with great interest to introduce myself to your esteemed organization, seeking a position in the corporate world, which ensures commensurate reward for efforts, sincerity, introducing better work techniques & value additions, time economy, imparting experience at work, sticking up with objects & targets & finally leading people...

I am a qualified professional from prestigious **Institute of CA** of India, carving a niche in **Finance, Accounts, Taxation & Project management** with post qualification experience of more than 14 years in manufacturing and service industry set up heading Finance & Supply Chain functions.

Over the years I have acquired expertise in formulating and implementing Accounting & financial Policies/Procedures/Controls, Conducting/facilitating Audits with the ability to relate theory with practice; dexterity across Finalization of accounts, Consolidation of Accounts, Strategic Planning and Execution.

In addition, I offer excellent organizational skills, which have proven to be a critical asset in driving operations during the past and current associations. These qualities, combined with my dedication and tireless work ethic, should enable me to make a positive impact at your organization.

Enclosed is a copy of my resume for your review. I would welcome an opportunity to discuss your needs and objectives and the possibility of working together to meet them.

Thanking you for your time and consideration.

Yours' sincerely,

Pathik Shah

Enclosed: Resume

CURRICULAM – VITAE

OBJECTIVE

Seeking for more opportunities to develop myself in area of Accounting, Taxation, Auditing, SAP and Project Management.

A self-motivated person and Intermediate Chartered Accountant by qualification with over 14 Years of work experience possess qualities of leadership, good communication & interpersonal skills, to do attitude and ability to quickly adapt new environments.

CORE COMPETENCIES

- Preparation & Presentation of Financials statements.
- Business Process Analysis, Data Analysis.
- S.O.P Preparation, Strategy Making and ERP Implementation.
- Working Capital Management.
- Knowledge of SAP
- Project Implementation
- Development through IBM Team Customize T code for Better and smoother work in SAP HANA.

EXPERIENCE

- **Assistant Manager – Accounts and Finance**
- **Adani Wilmar Limited, Ahmedabad**

Duration: 5 years and 1 months (February, 2019 to present)

- ◆ Working as a leader in Payment Department.
- ◆ Checking Vendor Ledger through FBL1N or ZFTR and create Fund Requirements.
- ◆ Analyze Block Vendor ,MSMED vendor , Statutory Vendor, Cash Discounts Vendor , Seed Oil Vendor and prioritize payment .
- ◆ Follow the statutory Requirements and pay accordingly.
- ◆ Through T code ZF110 Payment proposal check with supporting T code ZF110_VENDAC, ZF110_VENDAC1,ZFIAP077.
- ◆ Check PO advance Already release or Not particular Vendor and check PO Terms accordingly payment release.
- ◆ Check PO Status and Delivery of Goods are taken into consideration or not on that basis Payment Release in particular Vendor.
- ◆ Check Conditional Vendor And Check PO Accordingly and payment release.
- ◆ Control of Duplicate Payment or Double Payment in case of Non PO based invoices.
- ◆ As per Finance Team allocation of Fund we do payment prioritize and release payment accordingly.
- ◆ If fund routed through Bill Discounting or Channel Financing then we do payment only Raw Materials, Work in Process , Semi and Finish Goods payment Except Cash Discounts and Service Invoice payments.

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- ◆ Payment Done through ICEGATE Wallet of Custom Duty IMPORT and EXPORT Cases.
 - ◆ Statutory Payment of PF ,ESIC,PT, stamp Duty, Boiler Payment ,Tender Payment ,Slot booking Payment etc made through respected Sites and Gateway.
 - ◆ Co-ordination with Bankers and develop smother process in payment Department.
 - ◆ MT940 Bank Reconciliation with Respected Bank GL automation.
 - ◆ In Channal Financing Reconciliation with Business Partner GL and reconcile it and pay LC on maturity Date.
 - ◆ Check FOREX invoice and match with 15 CA, 15 CB and BOE and pay accordingly.
 - ◆ Reconcile IDPMS data send by bank clear pending clearing discuss with Bankers.
 - ◆ Good understanding of AP cycle, from billing to Reconciliation Dispute resolutions and query management.
 - ◆ Excellent Communication / Negotiation skills.
 - ◆ Pay Utility and Statutory Invoice timely.
- **VODAFONE INDIA SERVICES PRIVATE LIMITED. And VODAFONE IDEA SHARED SERVICES LIMITED_ Ahmedabad**

Duration: 4 Year and 4 Months (September, 2014 to February, 2019)

- ◆ **Working as an Junior Executive in Accounts payable Department in VISPL.**
 - ◆ Manage Invoice Processing and pass the entries in SAP HANA.
 - ◆ Understanding Work or Service and take INPUT Credit of Service Tax or VAT or GST.
 - ◆ Proper analysis of Checklist and book the Invoices.
 - ◆ Check GSTIN or VAT/Service Tax Number and match with vendor Master Data.
 - ◆ Responsibilities of Accuracy in terms of SAP Entries (Accounting) Process invoices in line with PO/Non PO terms.
 - ◆ Defect free operations Partnering with BU's, Techno commercial team Invoice processing in TAT Proper posting of all invoices to be processed.
 - ◆ Check PO Terms in case of project Invoices and release accordingly.
 - ◆ Check FBL1N vendor ledger and post Documents accordingly so that any recovery will adjust in MIRO.
 - ◆ Check E Invoice and GRN and E way Bill so that at the time of Audit no hurdle create.
 - ◆ Process NON PO and PO Based invoices and Book if error and return back any deficiency in Invoices.
- **ANALYTIX BUSINESS SOLUTIONS (INDIA) PRIVATE LIMITED._ Ahmedabad**

Duration: 6 Months (March, 2014 to November, 2014)

- ◆ **Working as an Accountant in KPO Company.**
- ◆ Played Important Role managing US Restaurant clients accounts finalization.
- ◆ Having interact with US Restaurant Client and understand them requirements

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about MIS on monthly basis.

- ♦ Work in Quick Book, xero , Intact accounting Software.
- ♦ Plan and manage provision entries and finalize Accounts on Monthly Basis.
- ♦ Participate in Migration Activity of One Software to another Software.
- ♦ Review Accounts and Pass General entries.

- **N.K.Kapadia And Co. , Ahmedabad**

Duration: 1 Year and 4 Months (November, 2012 to February, 2014)

- ♦ **Working as an Senior Auditor & Account Assistant.**
- ♦ Played Important Role managing Tax Audit, Stock Audit, System Audit, HR Payroll Audit etc..
- ♦ Handling Income tax Returns of Individual, Company ,HUF and Co-op Society, Partnership Firm etc..
- ♦ Audit planning and manage Article Assistants.
 - ♦ SAP B1, SAP Hana MM Module System Audit in HEC Infra,RMP Bearings etc..

- **S.V PUJARA And Co. , Ahmedabad**

Duration: 3.5 Years (August, 2007 to February, 2011)

- ♦ **Working as an Article Clerk to Finalize Accounts.**
- ♦ Leading Role in Audit Planning, Implementation and Reporting for Private Companies, Partnership Firms.
- ♦ Good Grip over Tax Audits, Prepared reports of Companies, Firms, Proprietors etc and Filing of Returns with Income Tax Department.
- ♦ I have done filling of ITR of Corporate, Co.op. Society, Partnership Firms, Individual and HUF. I have prepared papers for scrutiny assessments and also have appeared before ITO.
- ♦ I have filed an appeal before CIT (Appeals) in Form No.:35 and also prepared written submission for CIT (Appeals).
- ♦ I have also answered to the various notices issued by Income Tax Department.
- ♦ Also contributed in Statutory Bank Audit of Nationalized Bank i.e. Bank of India (BOI).
- ♦ Also having knowledge about Stock Audit.
- ♦ Also having knowledge about VAT Audit.

SUMMARY

- Completed Intermediate Chartered Accountancy (**CA**) Course in **Nov 2010** with **310** marks.
- Completed **M.Com** from Gujarat University External.
- **B.Com** from NavGujarat College (M.C.Shah Commerce College) in the year **2007** with **60.00%**.

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Examination	Institute	Year	Grade
CA PCC	ICAI	Nov-2010	52.00%
CA CPT	ICAI	May-2005	51.00%

- **M.Com (2010)**
Gujarat University – 46.00 %
External (Ahmedabad, Gujarat)
- **B.Com (2004-2007)**
Gujarat University – 60.00%
College: - Navgujarat College (M.C. Shah Commerce College,Ahmedabad, Gujarat)
- **H.S.C. (2004)**
Gujarat Secondary Education Board – 75.00%
School: - The H. B. K. New High School (Ahmedabad, Gujarat)
- **S.S.C. (2002)**
Gujarat Secondary Education Board – 65.00%
School: - The New High School (Ahmedabad, Gujarat)

PERSONAL DETAILS

Address : **Pathik Nitinkumar Shah**
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Besides Gala Aria,
Opposite Sun South Park,
Gala Gymkhana Road,
South Bopal,
Ahmedabad-380058
Gujarat.

Phone : **91-9662090467,9099080275**

Email ID : pathik1987@gmail.com
Date of Birth : 17th February 1987
Sex : Male
Marital Status : Married
Languages known : English, Hindi, Gujarati