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| **CONTACT:**  **E-mail:** [littlechartered@gmail.com](about:blank)  **Mobile no.:** +91-9265068129, +234-9118195088  **Skype ID:** maniyo1979  **Linkedin:**[**linkedin.com/in/manish-shah-8535a536**](https://www.linkedin.com/in/manish-shah-8535a536)  **Address:**  B-10, Obanle Aro Street, Illupeju, Mushin, Lagos State, Nigeria.  **EDUCATION:**   * **CIMA** from Chartered Institute of Management Accountants, UK (May 2013) * **ACCA** from Association of Chartered Certified Accountants, UK (December 2008) * **Chartered Accountant** from Institute of Chartered Accountants of India (May 2002) * **Company Secretary Intermediate Group I** from Institute of Company Secretary of India (June 2001) * **Bachelors of Commerce** from Veer Narmad South Gujarat University, India (April 2000)   **PERSONAL DETAILS:**  Date of birth: 2nd September 1979  Marital status : Married  Nationality: Indian  **EMPLOYMENT HISTORY:**   * Jan 2023 – Till date : **Sagar Overseas Ltd,** Lagos, Nigeria as Accounts Head * Apr 2022 – Dec 2022: **Studio Press Nigeria Ltd,** Lagos, Nigeria as Banking Manager * Jan 2014 – March 2022 –  **M Shah & Co., CA** Surat, India as Proprietor (Self Employed) * Dec 2012 – Jul 2013: **QX Limited** Ahmedabad, India as Finance Controller * Jun 2011 - Nov 2012:  **M Shah & Co., CA** Surat, India as Proprietor (Self Employed) * July 2010 - May 2011: **APL (Beijing) Exim Co. Ltd (Adani Group)** Shanghai, China as Manager- Finance & Accounts * July 2005 - June 2010: **A K Accountants,** London, UK as Manager - Accounts & System Administration * May 2002 - June 2005: **MPS & Co., CA** Surat, India as Partner (Self Employed) | **EXPERIENCE SUMMARY:**  Chartered Accountant with more than 22 years working experience including more than 9 years overseas experience (United Kingdom, China, and Nigeria) on all aspects of accounting and finance management.  Demonstrated hands-on management style to develop and implement strategies for organizational growth. Extensive exposure working in manufacturing, trading & service sectors.  Wide exposure in Treasury management, supervising & finalization of accounts, formulation & administration of accounting procedure, timely preparation of management accounts/reports (MIS), Budgeting, Forecasting, audit, finance, taxation, & treasury management, statutory compliances and ERP implementation  Effectively communicates directions, commits people to action, and conveys complex information in easily understood formats. |

MANISH SHAH

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**EMPLOYMENT DETAILS:**

**Jan 2023 – Till Date**

**SAGAR OVERSEAS LTD, LAGOS, NIGERIA as Accounts Head**

* Preparation of financial statements and monthly Management accounts with budget vs actual comparison and variance analysis.
* Manage financial and accounting systems with weekly and monthly reconciliations and maintain full and accurate accounting records.
* Liaison with banks and financial institutions for Treasury Management functions and bank finance.
* Preparing Cash flow projections and managing Vendor payments.
* Formulate & implement various processes & to have control checks to eliminate errors and ensure that quality and accuracy is maintained.
* Advising management on financial strategic matters & capital budgeting decisions.
* Cost analysis and implementing Cost controls and cost reduction techniques.
* Internal Control Implementation and Internal Audit
* Tax Planning and managing tax and statutory Compliances.
* Coordinate year end audits and Liaison with company’s auditors, legal advisors and other professionals.

**Apr 2022 - Dec 2022**

**STUDIO PRESS NIGERIA LTD, LAGOS, NIGERIA as Banking Manager**

* Liaison with banks and financial institutions for Treasury Management functions and bank finance.
* Preparing Cash flow projections and managing Vendor payments.
* Partner with the Head of Finance to introduce a reporting tool to support the preparation and distribution of management accounts & MIS reports in an efficient and timely manner.
* Cost analysis and implementing Cost controls and cost reduction techniques.
* Preparation of financial statements and monthly Management accounts
* Presenting financial information to senior management and Board of Directors.
* Internal Control Implementation and Internal Audit

**Jan 2014 – March 2022**

**M SHAH & Co., CA, Surat, India as Proprietor (Self Employed Professional)**

Providing Professional Consultancy services as under:

* Short term assignments providing Strategic Financial Advisory services to senior management in MNC, listed entities and private limited Companies listed below: -
  + SSM Infotech Solutions Pvt. Ltd, etc.
  + Singhvi Corporate Services Pvt. Ltd
  + Telecity Enterprises LLP
  + Asanjo Infrastructure Ltd
  + Hathway Cable & Datacom Ltd
  + Shubhalakshmi Polyester Ltd
  + Infinity Tyres Ltd, Lagos, Nigeria
  + The Savannah Group of Companies, Tanzania
  + Always Electronic & Mobile Trading L.L.C, Dubai
* MIS Reporting, Cost Computation and Analysis, Budgeting, Forecasting & Variance analysis, Company Secretarial task etc.
* Project Finance Liaison and consultancy, Handling Hedging, Investment, Capex & Treasury Management functions.
* Preparation & finalization of Management A/c and consolidation of Group accounts
* Statutory Audit, Internal Audit and Internal Control Implementation
* Tax Planning, Statutory Compliances, Liaison with Tax and other govt. departments

**Manish Shah, CA, ACCA, CIMA**  **Page 3**

**Dec 2012- Jul 2013**

**QX Ltd (UK Based KPO) as Finance Controller**

* Manage accounting, financial systems and maintain full and accurate accounting records.
* Liaise with UK Finance team on a day-to-day basis.
* Formulate & implement various processes to have control checks to eliminate errors and ensure that quality and accuracy is maintained.
* Preparation of year end accounts to assist auditors and liaison with external auditors to resolve queries.
* Preparation of monthly management accounts with budget vs actual comparison and developing the QX Finance team into a business partnering role with the Student Accommodation sites including variance analysis, understanding trends and the implications of variances, commentaries and assisting with monthly forecasting.
* Partner with the Head of Finance to introduce a reporting tool ensuring that the required controls are in place to ensure that the company’s assets are protected.
* Challenging and developing current processes and procedures and driving continuous improvement in a structured way.

**Jun 2011- Nov 2012**

**M SHAH & Co., CA, Surat, India as Proprietor (Self Employed Professional)**

Providing Professional Consultancy services as under:

* Strategic Financial Advisory services to senior management in MNC, listed entities and private limited Companies listed below: -
  + Orchid Industries Pvt. Ltd.
  + Hathway Cable & Datacom Ltd
  + Unique Financial Services Ltd., Tanzania
* Project Finance Liaison and consultancy, Handling Hedging, Investment, Capex & Treasury Management functions.
* Preparation & finalization of Management A/c and consolidation of Group accounts
* Statutory Audit, Internal Audit and Internal Control Implementation
* Tax Planning, Statutory Compliances, Liaison with Tax and other govt. departments
* MIS Reporting, Cost Computation and Analysis, Budgeting, Forecasting & Variance analysis, Company Secretarial task etc.

**July 2010 – May 2011**

**APL (Beijing) Exim Company Limited-Shanghai Sub Company (Adani Group), Shanghai, China as Manager- Finance & Accounts**

* Heading Accounting & Finance Department.
* Preparation & Finalization of Management Accounts & Cash Flow statement
* Internal Control Implementation and Internal Audit
* Statutory compliances & MIS reporting
* Tax planning and financial decision making.
* Planning and Documentation for Compliance with Transfer Pricing Regulations
* Budget preparation, analysis & review
* Compilation of Projected Accounts & Cash Flow Projections
* Liaison with Tax and other government departments
* Co-ordination with Group’s overseas offices on Accounting & Finance Matters.

**July 2005 - June 2010:**

**A K Accountants (An accounting firm in London), United Kingdom as Manager - Accounts & System Administration**

* As Employee based in London, UK till Jun 2007:
* As Consultant based in Surat, India till Jun 2010 - Providing BPO Services for:

**Manish Shah, CA, ACCA, CIMA**  **Page 4**

* Implementation, customization, staff training, support & system administration of ERP, CRM & E-commerce software (Netsuite) for Client based in Northern Ireland.
* Bookkeeping, A/c finalization as per IFRS on Netsuite, Sage line 50 & TAS Books
* Preparation and finalization of Management A/c & consolidation of Group accounts
* Preparing VAT return, EC Sales List, Intrastat Reports, Income Tax return etc. as per UK law.
* Tax Planning, Statutory Compliances, Audit and Internal Control Implementation
* Handling day to day Correspondence with government departments and with Suppliers & Customers of Clients.
* Liaison with Tax and other government departments
* MIS reporting, Cost & Management Analysis, etc.
* Strategic Financial Advisory services to senior management in MNC, listed entities and private limited Companies listed below: -
  + Yes Fashion Pvt. Ltd.
  + Hathway Cable & Datacom Ltd
  + Gujarat Telelink Pvt. Ltd.
  + Adani Power Ltd.

**May2002 - Jun 2005**

**MPS & Co., Chartered Accountants Surat, India as Partner (Self Employed Professional)**

Providing Professional Consultancy services as under:

* Strategic Financial Advisory services to senior management of Pvt. Ltd companies & firms.
* Project Finance Liaison and consultancy, Handling Hedging, Investment, Capex & Treasury Management functions.
* Preparation & finalization of Management A/c and consolidation of Group accounts
* Statutory Audit, Internal Audit and Internal Control Implementation
* Tax Planning, Statutory Compliances, Liaison with Tax and other govt. departments
* MIS Reporting, Cost Computation and Analysis, Budgeting, Forecasting & Variance analysis, Company Secretarial task etc.

**AWARDS, MEDALS & ACHIEVEMENT**

Received gold medal for securing highest marks in Auditing at Surat Centre in Chartered Accountancy Intermediate Group I Exams held in November 1999

**IT PROFICIENCY:**

Completed Netsuite (California based ERP, CRM & E-Commerce software) system implementation & Solution provider Training Course in Maiden Head, UK in October 2005.

* Firsthand experience with SAP B1 and functional knowledge of process flow and integration in SAP for MM, SD & FICO Module.
* Completed Certification course of Microsoft Office Project 2007, Managing Projects in Jan 2011.
* Possess sound knowledge of
* Software used in Asia & Africa viz. Tally Prime, Tally ERP 9, BASE, Livewire ERP & other accounting software, Genius Income Tax software.
* Software used in United Kingdom viz. Sage Line 50, TAS Books & IBACS Accounting Software, VT tax Software.
* Accounting software used in China viz. K3 Accounting software.
* Microsoft Applications and productivity tools like Evernote, Trello, etc.
* Familiar with Cloud Computing, VPN Network, remote access, Net Meeting & related BPO (Business Process Outsourcing) tools and processes.