

Shah Jignesh Kantilal

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EDUCATION

SAURASHTRA/GUJRAT UNIVERSITY

M.COM-1/ B.COM Degree in Accounting

Completed additional Advanced Training in **SAP-7.3, Tally** ERP/PRIME GOLD, Operations Management, Finance and Leadership.

Objective

An accomplished senior manager with the vision and leadership insights to strategically plan, direct and control company operations to capitalize on emerging business opportunities. Work in an environment that challenges me to continue learning at the same time is able to help & learn as much as I can from my peers. To create a workspace that is continual growth with opportunities for advancements.

CAREER PROGRESS

1) HANUMANT HOSPITAL- SHSM TRUST- MAHUVA

OPARATED UNDER CSR PROJECT OF PIDILITE INDUSTRIES

DEC 2021 - Present

A 150 Bed Multi Specialist Hospital & Hanumant Hospital is the vision of Pujya Morari Bapu. A modern, state of the art hospital providing superior quality and affordable medical care to the local residents. Shri B K Parekh and family of Pidilite Industries Limited (the makers of Fevicol), undertook the responsibility of completing the hospital project and managing it. the hospital was inaugurated on April 13, 2006 by Pujya Morari Bapu in the presence of the Honorable Minister of Health for Gujarat on Hanuman Jayanti Day. The Hospital has played an important role in serving the less fortunate sections of the society which was an important part of the vision of its founders.

Sr.Manager -Account & Finance.

Current Job Profile

- Handling the Profit & Loss with balance sheets till up to the finalization
- Handling the GST, TDS, I-Tax, Statutory Compliance related accounting transactions.
- Handling the 80g Donation Compliance related to trusts.
- Monthly- Quarterly- Annually, financial statements to Management on time.
- Handling the accounts payable and receivable with proper reconciliation.
- Handling the All Bank Related Transaction , i.e,BR, FDR, BG,
- Compute TDS & GST taxes and prepare tax returns on time
- Report on the Trust's financial health and liquidity on monthly.
- Audit financial transactions and documents on periodicals.
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations.

D B Corp Ltd. is engaged in printing and publication of Newspaper in four languages across 14 states 62 Editions, in Radio Business with "94.3 MY FM" in 7 states and 28 cities along with strong digital business presence with 13 portals and 2 Mobile App. Only print media conglomerate, in four multiple languages is a dominant player and enjoys leadership position in its all-major markets. 'Dainik Bhaskar', the flagship Newspaper brand is established since 1958.

Manager -Account (Junagadh & Bhuj 2019 – 2021)

Manage and direct a workforce of 15 individual team members of Junagadh & Bhuj locations with full accountability for profit and loss, Budgeting, Co-ordination with co-multi function area of unit business growth and new acquisitions, aligning organization structure with the strategic direction of the organization. report directly to the Regional Financial Head (RFH-Gujarat)

Major Accomplishments

- 10+ year I was worked as key person from company.
- Management was given the opportunity & responsibility of Bank Signing Authority of company bank account with fully access.
- In 2006 as project In-charge successfully launched of Rajkot edition with highly benchmark of market position. In leading the company to the position of "market leader" in 2006.
- In 2007 as team member of successfully implemented of New Accounting Software Called "SAP- 7.3" from Tally ERP system. Also I was got appreciation from High Management.
- In 2011 Second Time Company give responsibility of Junagadh Edition Project. I had successfully completion of Junagadh Edition as role of Finance Manager.

AREAS OF EXPERTISE

- **SAP Version -7.3 (FI-CO-FA-MM)- 10+ Year Experience in SAP.**
- **Tally ERP 9.00-PRIME GOLD / MIRACLE**
- **Microsoft Excel- Word-Power Point- G-suit-Intranet-Internet**

Additional Skills

- Exceptionally skilled in negotiating, listening, presentation and influential skills.
- Capacity to work and make decisions independently and as part of a management team.
- Dexterity to manage multiple tasks simultaneously
- Aptitude to recognize, analyze and rapidly trouble shoot complex issues and provide creative, innovative solutions.
- Ability to remain poised and in-control in any situation
- Skilled in understanding, communicating and enforcing policies and procedures.
- Extensive knowledge about administrative duties
- Punctual, reliable and must have strong communication skill
- Quick learner with a positive attitude
- Able to work in a team and produce quality output under tight deadlines
- Strong verbal and oral communication skills
- Self-motivated and strong analytical skills
- Attention to detail, prioritization skill and time management

Job Profile

- Responsible for proper accounting system for all major department revenue booking on time with 100% accuracy. Handling of billing audit query on time & get the resolutions on time.
- Responsible for all type of account payable & receivable ledger about regular payment & clearing account. (Advertisement- Circulation-Job work- Wastage)
- Approves all journal entries and accruals prepared by general ledger accountants and manage the month end closing activities.
- Review and prepare annual internal and external auditing schedules and coordinate audit activities
- Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries
- Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports
- Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
- Responsible for all accounting activities compliance with statutory requirements
- Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.
- Prepare preview and final financial statements and periodic reports to the management to facilitate cost control.
- Review revenue and expense account analysis and bank reconciliation and fixed asset management
- Make strategic and operational planning decisions based on prudent financial analysis, using practical accounting and financial control tools together with business knowledge.
- Responsible for Handle of all type of inventory movement. (Major of Newspaper & Also Other Support Material & Machinery Items)
- Generate detailed projections for costs, expenses, and inventory as part of the process of developing fully-integrated financial projections (income statements) Monitor each unit financial performance to ensure alignment with corporate financial performance
- Attract, develop and retain key management staff and strategic partners and provide mentorship, ensuring that the company has the talent in place to meet its competency needs in the future.
- Work closely with corporate & state finance team for resources to develop divisional succession plans.

Personal Information

- DATE OF BIRTH : 11TH Nov 1983
- MARITAL STATUS : MARRIED

Thank & Regards
Jignesh Shah