**CURRICULUM VITAE**

**Shah Nitish Pankajbhai.**

3/ B Ratandeep Duplex,

Opp, Parivar School,

Ajwa Road, Vadodara- 390019.

**E-mail :**-nitish.orion@yahoo.com

**Contact no :-** 9429534455,7984981679

* **CAREER OBJECTIVES :-**

To work in a challenging and conductive environment, Where I can Contribute my best of skills to practical applications for the betterment of Company and Myself.

**SKILLS AND EXPERTISE**

* Proficiency in Public Speaking.
* Proficiency in Information retrieval from Internet.
* Proficiency in Operating System. Good Command on my subject.
* I have total accounting work experience of 13.2 year and till date approximate as a accountant in below mentioned company.

**PRESENT COMPANY INFORMATION**

* **Name of Company:-** Haver Standard Private Limited

**Working Period:-** Nov 2021 and till date

**Department**: Accountant

**Working Profile in Company:-**

* Preparing Accounts and Tax returns
* GST Tax Return File
* TDS Tax Return Report Ready
* TDS Quarterly Tax Return Work in TDS Software
* Income Tax Return
* Company Balance Sheet Manage
* Export & Import Lodgment Document Report
* Administering payrolls and controlling income and expenditure
* PF, Esic, Salary Sheet Management
* Bank Reconsilation Managemet
* Annual GST Tax Return Report Ready
* GST Monthly Return Reconsilation Report Ready
* Inspect audit accounts books Management
* Organize and maintain financial records
* All Type Key Accounting Work Management

**PAST COMPANIES INFORMATION**

* **Name of Company:-** Gautam Stainless Pvt. Ltd.

**Working Period :-**Aug, 2018 to Nov 2021(3.3 Year)

**Department**: Account Manager & HR Department

**Working Profile in Company:-**

* Preparing Accounts and Tax returns
* GST Tax Return
* Vat Tax Return
* Income Tax Return
* Company Balance Sheet Manage
* Export & Import Lodgment Document Ready
* Administering payrolls and controlling income and expenditure
* PF, Esic, Salary Sheet Management
* Bank Reconsilation Managemet
* Annual GST Tax Return Report Ready
* GST Monthly Return Reconsilation Report Ready
* Inspect account books
* Organize and maintain financial records
* All Type Key Accounting Work Management
* All Type Key H R Management
* **Name of Company :-** Polycraft Puf Machine Pvt. Ltd.

**Working Period :-**Aug, 2015 to Aug 2018.(3 year)

**Department:** Account Assistant

**Working Profile in Company :-**

* Preparing Accounts and Tax returns
* GST Tax Return
* Vat Tax Return
* Administering payrolls and controlling income and expenditure
* Bank Reconsilation Managemet
* Annual GST Tax Return Report Ready
* GST Monthly Return Reconsilation Report Ready
* Inspect account books
* Organize and maintain financial records
* All Type Key Accounting Work Management
* Sales And Purchase Billing & Accounting Work.
* Excise And Sale Tax Return Record Maintance
* Cenvet and Modvate Excise Report Ready
* **Name of Company :-**TSi Elecpower (P) Ltd.

**Department**: Accountant and Store In charge Manager

**Working Period :-**November, 2014 to July 2015.

**Working Profile in Company :-**

* Preparing Accounts and Tax returns
* Vat Tax Return
* Annual Vat Tax Return Report Ready
* All Type Key Accounting Work Management
* Sales And Purchase Billing & Accounting Work.
* Excise & Sale Tax Return and Report Ready
* To receive the materials ordered by the purchase department (in case of Decentralised system) and supplied by the vendors in a proper maintains as per the laid down procedure.
* To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
* To stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
* To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
* To ensure a smooth issue of materials to the issue department.
* To ensure accurate accounting of the materials receiver and issued.
* To ensure a favorable working atmosphere is maintained for the personnel working in the store.
* **Name of Company :-**Jay Manek Steels.

**Department**: Account Assistant

**Working Period :-**Feb 2014 to Octomber,2014.

**Working Profile in Company :-**

* Preparing Accounts and Tax returns
* Vat Tax Return
* Annual Vat Tax Return Report Ready
* Vat Tax Monthly Return Reconsilation Report Ready
* Bank Reconsilation Management
* All Type Key Accounting Work Management
* Sales And Purchase Billing & Accounting Work.
* Excise & Sale Tax Return and Report Ready
* **Name of Company: -**Manshi Traders.

**Department**: Accountant

**Working Period: -**Jan-2012 To Feb-2014(2.1 year.)

**Working Profile in Company: -**

* Preparing Accounts and Tax returns
* Vat Tax Return
* Annual Vat Tax Return Report Ready
* Vat Tax Monthly Return Reconsilation Report Ready
* Bank Reconsilation Management
* All Type Key Accounting Work Management
* Sales And Purchase Billing & Accounting Work.
* Excise & Sale Tax Return and Report Ready
* **Name of Company: -**Vipul Shah & co.

**Working Period: -**Apr-2010 to Sep-2011(1.5 Year)

**Department**: Account Executive

**Working Profile in Company: -**

* Preparing Accounts and Tax returns
* Vat Tax Return
* Annual Vat Tax Return Report Ready
* Vat Tax Monthly Return Reconsilation Report Ready
* Bank Reconsilation Management
* Sale Tax Knowledge
* All Accounting Marketing Work.
* **Total Work Experience: -** 13.2 year and till date approximate in accounting.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academy** | **Medium** | **Board / University** | **Year of Passing** | **Percentage Obtained** | **Grade / Class** |
| **S.S.C** | Gujarati | G.S.E.B | March – 2005. | 52.57 % | Second class |
| **H.S.C** | Gujarati | G.H.S.E.B | March – 2007 | 51.43 % | Second class |
| **BACHELOR**  **OF**  **COMMERSE** | English | M.S. UNIVERSITY | November - 2011 | 46.67 % | Second class |

**PERSONAL INFORMATION**

* **Full Name :-** Shah Nitish Pankajbhai.
* **Father Full Name :-** Pankajbhai .M. Shah.
* **Mother Full Name :-** Jyotsnaben .P. Shah.
* **Date of Birth :-** 25/12/1989.
* **Birth Place :-** Vadodara.
* **Marital Status :-** Married.
* **Gender :-** Male.
* **Hobbies :-** Watching T.V. & Playing cricket.

**LANGUAGES KNOWN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| **Gujarati** | Good | Good | Good |
| **English** | Good | Good | Good |
| **Hindi** | Good | Good | Good |

**FATHER WORKING INFORMATION**

* **Name of Company: -** B.S.N.L ( Bharat Sanchar Nigam Limited. )
* **Address: -** Ambalal Park, Karelibaug, Vadodara.

**COMPUTER KNOWLEDGE**

* Basic.
* M.S.Office.
* Tally ERP 9.0
* SAP Erp Software

**REFERENCES NAME**

* **Name of Person :**- Satish Patel
* **Contact No :-**9624650650.

I hereby declare that the above information is true to the best of my knowledge….

Name :-……………………………. Date :- …………………………...

Place :- ……………………………. Signature :- ……………………...