

CA MEHUL SHAH

702, Ratna Apt Opposite
Science Centre, City light,
Surat-395007

Email- mehul_shah11021990@yahoo.com

Contact no- 9016186306

To,

Human Resource Manager

Respected Sir/Madam,,

Sub: Appropriate Career in Your Organization

I am a qualified Chartered Accountant and graduated with a Master Degree in Commerce from Veer Narmad South Gujarat University. I have total experience of 10 years in various domains such as ,
Accountancy , Auditing, Finance, Taxation and GST work.

Currently I am working in **DSI & CO** as a **CA** which I play a key role in various tasks such as 1) Finalization of Accounts , 2) Statutory audit , 3) GST 4) Tax Audit..

It is my privilege to apply in your organization. I believe that your organization's vibrant atmosphere and work ethics would provide me with a perfect opportunity to learn and grow along with the organization. I believe that your organization will provide me with the environment to exploit my potential and will also give me an opportunity to grow as an individual and as a professional. I request you to grant me an opportunity to meet you personally so as to substantiate my qualities, qualifications & experiences.

The resume attached herewith gives an in-depth view on my educational background and my past accomplishments.

Thank you for your consideration.

Yours truly,

Mehul Shah



CA Mehul Anilkumar Shah
702 Ratna Appartment, Opposite Science Centre, Citylight, Surat-395007.
♦ Mob: 9016186306 ♦ Email: mehul_shah11021990@yahoo.com

CAREER OBJECTIVE:

To work in Professional Organisation that Provides good Opportunity for Enhancement of Professional and Personal Status and to be a part of the team that dynamically work for the growth of its organization

PERSONAL STRENGTH

- Can adapt to any condition & situation
- Strong analytical & Skills
- Good Written skills
- Excellent Computer Skills
- Honest in efforts and communication
- Hardworking and Sincere with work.
- Time Management
- Never Give Up attitude

EDUCATION

| Examination & Grade | Institution | Year of Passing | Percentage |
|---------------------------------------|---------------------|-----------------|------------|
| CA Final Both 1 st attempt | ICAI | Nov,2014 | 52 % |
| M.COM First Class | VNSGU (SPB College) | Apr, 2013 | 61 % |
| B.COM First Class | VNSGU (SPB College) | Mar, 2010 | 60 % |
| HSC Distinction | GSEB (Eng medium) | Mar, 2007 | 78 % |
| SSC Distinction | GSEB (Eng medium) | Mar, 2005 | 76 % |

WORK EXPERIENCE

| Name Of Company | Industry | Designation | Duration | Software |
|------------------------------------|--------------|--------------------------------------|--------------------|---------------|
| DSI & Co. | CA | CA- Audit & Taxation | Nov 20 to till now | Tally, Genius |
| Surat Diamond Bourse | Construction | HOD- Accounts , Finance, Audit & GST | Apr 15- Oct 20 | SAP |
| Shree Ambica Paints (Asian Paints) | Paints | Accounts Manager | Jan 13 -Mar15 | Tally |

VAT

- Registration Number of VAT and CST, Knowledge about Form C, F, H, 401-403
- Preparation of computation and Filing of Vat Return online (Monthly, Quarterly, Annually)
- Preparation and Filing of Vat Audit, Vat Audit Report of Diamonds, chemicals, Yarns, Fabrics, Provisional Store, Paints, Construction, Petroleum, Mobile store

GST

- Registration Number of GST
- Managing GST returns & compliance related to Surat Diamond Bourse on timely Basis
- Managing All GST returns & compliance related to World of Titan on timely Basis
- Managing All GST returns & compliance related to Shree Ambica Paints on timely Basis
- Preparation & Filling of data for GST Return in Govt Template- GSTR-1, GSTR-2A Reconciliation, GST-3B, GST-9, 9C-Annual
- Consulting Services to Client related to GST

STATUTORY AUDIT

- Preparation and maintenance of books of accounts
- Maintaining proper cash flow statement of company
- Reconciliation of 26 AS
- Analysis of Draft Financial Statements including notes to accounts
- Conducting the audit, finalization of financial statements (as per schedule III & normal) including notes to accounts of various clients like Proprietorship, Partnership Firms, Pvt Ltd Companies.
- Dealing with client queries and post audit advice, controls improvement on any issues identified.
- Preparation of notes to accounts, CARO disclosures and other explanatory statements
- Managing & resolving the issues of **Internal & Statutory Audit**
- Draft of Answers to Observation sheet provided by Auditors
- Tracking statutory liability payments and filings to avoid non-compliances, interests and penalties
- Coordination with Accounts receivables & payables team.
- Rich experience in auditing including Statutory Audit, Internal Audit, Tax Audit, etc
- Maintaining Fixed Assets register & Computation of Depreciation as per companies act, 2013
- Properly managed the INFLOW & OUTFLOW of funds in a well manner
- Guide Juniors on methods of Accounting & its Implications

TAXATION

- Preparation and filing of direct and indirect tax returns i.e Income Tax , TDS , 26QB (Immovable property return) of various clients like Individuals, HUF, Partnership Firms, Pvt Ltd Companies.
- Preparation & filling of Tax Audit (3CA, 3CB & 3CD) of Individuals, Partnership Firms, Pvt Ltd Companies as per Income tax Act, 1961
- Strictly Follow up Compliance of TDS deduction on Various Tax invoice
- Tracking statutory liability payments and filings to avoid non-compliances, interests and penalties

CLIENT GROUPS

Presently, I am handling below mentioned groups in DSI & Co.

- Aum Education Academy (Little Millennium school)
- Boghawala Group (Textile industry)
- Cityplus Funworld Pvt. Ltd. (Theatre industry)
- Crystal Group (Construction industry)
- Daya Group (Textile industry)
- Ekta Group (Textile industry)
- G3, G3+ Group (Garments industry)
- Kottex industries Pvt Ltd (Textile industry)
- T. M. Patel Group (Textile/Construction industry)
- World Of Titan (Watch industry)

ACHIEVEMENTS

- Certificate of Appreciation from APTECH computer for participated in the Group presentation, Surat.
- Certificate of National Service Scheme from SPB College, Surat for a period of 2 years
- Certificate of Information Technology Training course, ICAI
- Certificate of General Management Communication Skill, ICAI
- Certificate of Shri Raktadan Kendra, Surat
- Participated in Cricket Tournament during Dec 2011, made Victory in it & achieved Prize

COMPUTER PROFICIENCY

- Excellency in MS Office (Excel, Word,)
- Exposure in accounting software like Tally ERP 9, SAP Business One

PERSONAL DETAILS

Name : CA Mehul Anilkumar Shah
Date of Birth : 11-02-1990
Nationality : Indian
Languages : English, Hindi, Gujarati
Hobbies : Routine updates of current affairs, Sports specially Cricket, Music
Nature : Confident ,Hardworking, Enthusiasm with work

