



KAI VAT JAYESH BHAI SHA

- ✧ **Marital Status** : Single
- ✧ **Nationality** : Indian
- ✧ **Languages known** : English, Hindi & Gujarati

Career Objective

To pursue a dynamic and challenging career with an organization of repute, this gives value added to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

Educational Qualifications

- ❖ **Chartered Accountant**, completed in **May, 2015** from **The Institute of Chartered Accountants of India**.
- ❖ **Company Secretary Executive level completed** in December 2013 from the institute of company secretary of India.
- ❖ **Bachelor in Commerce** completed in March, 2012 with **2nd Class** from Gujarat University, Ahmadabad, India.
- ❖ Passed **H.S.C.** With **80.14%** in March, 2009 from GHSEB.
- ❖ Passed **S.S.C.** With **78.77%** in March, 2007 from GSEB.

Certificates

Certificate in **Risk Management** from **eLearning college (Oxford)**

Certificate in **Customer Services** from **eLearning college (Oxford)**

Certificate in **Introduction to Corporate Finance** from **Corporate Finance Institute**

Certificate in **Excel Crash Course** from **Corporate Finance Institute**

Certificate in **Accounting Fundamentals** from **Corporate Finance Institute**

Work Experience

- Serving as a **Self Managed Superfund Reviewer at Manubhai & Shah starting 1st September 2015.**
- Served as an **Article Assistant at M/s. Dhirajlal Shah & Co.,** Chartered Accountants based in Ahmadabad for the period August, 2011 to August, 2014.

Exposure During the aforesaid period

- Communicating with the clients.
- Managing work during peak period.
- Internal communication with the team members.
- Quality assurance while working with the foreign countries' clients.
- Fortnightly meeting with the client – Discussing issues with the working and asking feedback on the service we provide.
- Handled statutory audit of Parbhudas kishordas Tobacco Pvt. Ltd.
- Undertaken Tax Audit of various Manufacturing companies and transport companies.
- Undertaken Stock audit of Johnson & Johnson Company, Aslali Branch.
- Accounting work of entities of various sizes.
- Prepared Income Tax returns for various entities in Kitret Software.

Interest Domains

- ❖ Financial Data Analysis & Ratios Evaluation
- ❖ Communicate with the client
- ❖ Sharing important issues with the internal staff
- ❖ Working as a team member
- ❖ Corporate Accounting & Reporting
- ❖ Auditing and Taxation.

Computer Savvy

- ❖ Conversant with the **Class Super and BGL 360** for SMSF
- ❖ Conversant with the **HOWNOW** for document management
- ❖ Conversant with the **practice protect** software for security
- ❖ Conversant with the **DocuSign** for Signing of documents to the staff
- ❖ Conversant with the **XERO** software for Accounting work
- ❖ Conversant with the **XPM** for preparing **ITRs**
- ❖ Conversant with MS Office viz. Word & Excel

