

CURRICULUM VITAE

Shalin Shah

CAREER OBJECTIVE

To work honestly and put my all efforts for achieving desired organizational targets and to satisfy my superiors that provides me growth opportunities by enhancing my knowledge of Chartered Accounts and other Financial concerns.

ABOUT ME

I am Passionate, Hardworking, Interactive, Flexible and Intellectual Personality.

WORK EXPERIENCE

Optimisers KPO Pty Ltd (February 2021 – Present)

Accounts Officer

- Experience in Australian Accounting and Taxation, handling SMSF processing and auditing.
- Apply appropriate business knowledge in anticipating, identifying, and addressing the issues relevant to the clients' business.
- Developed the skills, capabilities, and potential of new joined staff through supervision, coaching, mentoring, knowledge transfer, internal training delivery, and assignment of challenging work opportunities.
- Effectively plan, supervise, and execute Bookkeeping engagements in accordance with all relevant professional standards (accounting, quality control, and ethical) and Firm policies.

Befree Business Resourcing LLP (October 2018 - February 2021)

Accounts Executive

- Apply appropriate business knowledge in anticipating, identifying and addressing issues relevant to the clients' business. A complete detailed review of bookkeeping and other outsourcing engagements to ensure the engagement/project is performed in accordance with Firm standards when needed.
- Facilitates information sharing between clients and outsourcing team, acts as a liaison between outsourcing clients, outsourcing center and local office professionals.
- Delivers exceptional client service and experience to clients.
- Detail knowledge and excelling in software like CLASS Super, BGL 360, BGL Desktop and basic knowledge of XERO

Capactix Business Solutions Pvt Ltd. (April 2018 – September 2018)

Accounts Executive and Team Leader

- Managing staff on engagements and working with all Outsourcing team Managers and Senior Manager to ensure staff utilization is maintained, including prioritizing tasks for projects, establishing budgets and assigning staff to meet client deadlines.
- Developed the skills, capabilities and potential of less experienced staff through supervision, coaching, mentoring, knowledge transfer, internal training delivery, and assignment of challenging work opportunities.
- Effectively plan, supervise and execute Bookkeeping engagements in accordance with all relevant professional standards (accounting, quality control, and ethical) and Firm policies.
- Serve as the primary escalation point for clients.
- Apply appropriate business knowledge in anticipating, identifying and addressing issues relevant to the clients' business.
- Providing project management, technical skills and leadership to team members for projects and engagements.
- Managing onboarding of new clients.

- A complete detailed review of bookkeeping and other outsourcing engagements to ensure the engagement/project is performed in accordance with Firm standards when needed.
- Facilitates information sharing between clients and outsourcing team, acts as a liaison between outsourcing clients, outsourcing center and local office professionals.
- Delivers exceptional client service and experience to clients.

R. K. Zaveri & Sons (January 2018 – March 2018)

Chief Accountant cum Cashier.

- All Expense JVs.
- Preparation of TDS Sheet
- Preparation of GST Data
- Asset Accounting & Management
- Help in preparation of MIS as per Management
- Help in preparation of finalization of accounts.
- Giving answers to internal auditor report.
- Doing Depreciation Working.
- Customer due payment reports.

Jade Blue Lifestyle India Ltd (December 2015 – September 2017)

Accounts Executive

- All Expense JVs.
- Preparation of Service Tax Sheet
- Preparation of TDS Sheet
- Preparation of VAT Data
- Asset Accounting & Management
- Help in preparation of MIS as per Management
- Help in preparation of finalization of accounts.
- Help to prepare rent agreements as per the terms.
- Giving answers to internal auditor report.
- Doing Depreciation Working.
- Party due payment reports.

CA Anuj B. Shah & Co. (February 2012 – November 2015)

Accountant and Auditor Assistant.

Management Audit and Reports Preparation of:

- Production Department
- Purchase Department
- Sales Department
- Inventory Department
- Transportation Department
- Analysis of Budget of Company and reporting the variances and reasons for the same.
- Analysis of Profit & Loss Account (Statement of Income & Expenditure) of Company and advising the management for Cost Saving and Maximization of profit. Physical Inventory Counting & Reconciliation.

ARTICLESHIP

Bhadresh P. Soni & Co. (July 2008 – January 2012)

Auditing, Accountant, Costing, Taxation

- Prepare Corporate and Personal Tax Returns and filing of the same with Income Tax Department.
- Statutory Compliances of TDS, Service Tax and VAT
- Prepare Annual Reports of Companies and Filing the same with Ministry of Corporate Affairs.
- Verification of Accounting.
- Scrutiny of Ledgers and their Reconciliation.

PROJECTS

Auditor of Military Camp

Dhangadra military camp - Onsite

- Vouchering, Verification and Auditing of Income & Expense

Auditor of Foreign Exchange

Apple Forex Pvt. Ltd. – Onsite and Gini Money Pvt. Ltd. – Onsite

- Vouchering, Verification and Auditing of Profit & Loss Statement Visa Verifying KYC, Attached Documents validity (passport no., Balance sheet and verifying the same with RBI requirements)

Auditor of Transport Company

Shrinath Transport Company (Narol) – Onsite and Shrinath Transport Services (Narol) – Onsite

- Vouchering, Verification and Auditing of Profit & Loss Statement, Balance sheet and Preparing Audit Report

Auditor of Chemical Company

Shiva Chem International Pvt. Ltd. (Vatava) – Onsite

- Vouchering, Verification and Auditing of Profit & Loss Statement, Balance sheet and Preparing Audit Report

Auditor of Jewelers

R.H. Zaveri & Co. (Nehrunagar) – Onsite

- Vouchering, Verification and Auditing of Profit & Loss Statement, Maintenance of stock register, Labor registers, Balance sheet and Preparing Audit Report.

ACADEMIC INFORMATION

| Qualification | Institute | Board/ University | Year of Passing |
|----------------------------|--|--|-----------------|
| Intermediate C.A. | Arihant Institute, Ahmedabad | ICAI | 2012 |
| B. Com | S.M.P.I.C., Ahmadabad | Gujarat University | 2011 |
| H.S.C. (12 th) | Shree Vidyanagar High School, Usmanpura, Ahmadabad | Gujarat Secondary and Higher Secondary Education Board | 2008 |
| S.S.C. (10 th) | N. M. High School, Sabarmati. Ahmadabad | Gujarat Secondary Education Board | 2006 |

PROFICIENCY**SOFT SKILLS**

- Communication
- Customer service
- Problem-solving
- Time management
- Leadership
- Focused

COMPUTER SKILLS

- MS – Office
- Tally Erp.9
- Kitret
- Easy Shoper
- CLASS Super
- BGL Desktop

- BGL 360

OTHER PERSONAL DETAILS

Permanent Address : Arjun Sky Life
Block A- 1301, Near Science City, Science City Road Ahmedabad- 380060
Date of Birth : 24/10/1990
Languages known : Gujarati, Hindi, English