

RESUME

Chirag J Shah

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CAREER SUMMARY

1. Working as an Accounts Officer (Accounts Executive) in “Cardin Health Care Pvt. Ltd.” at Manjusar – Savli, since June 2017.
2. Working as an Account Assistant (Accounts & Costing) in “Waterman Industries Pvt. Ltd.” at Ahmadabad (Jan-16 to May-17).
Duties handled:
 - 1) Rate approval of Suppliers Quotations.
 - 2) Audit of Purchase Invoices & Labour Contractors Invoices (As per Rate approval).
 - 3) Issue of Debit Notes & Credit Notes.
 - 4) Cost of material calculation for new model of pump sets.
3. Working as an Assistant (Cost & M.I.S.) in “Shri Dinesh Mills Ltd.” at Vadodara. (Dec-2011 to Dec-2015)
Duties handled:
 - 1) Collection & Reallocation of data of daily production & sales.
 - 2) Input of data for the cost of Month end processed material & production.
 - 3) Checking of data & taken for the purpose of the Incentive.
 - 4) Checking of Commission & Discount given to Agents & Customers (As per Company Policy).
4. Worked as an Account Officer in “Permionics Membranes Pvt. Ltd.” at Vadodara. (Feb-2011 to Dec-2011)
Duties handled:
 - 1) Doing Tax credit entries like Local Purchase, O.G.S. Purchase, Labors bills, etc.
 - 2) Doing verification of Purchase Invoices with P.O. & G.R.N.
 - 3) Bank entry, Bank reconciliation, Issuing cheque.
 - 4) Doing Sales, OGS Sales, Service Invoices & “C” Form details.
5. Worked as an Account Assistant in “Pran Electronics Pvt. Ltd.” at Vadodara. (Jun-2009 to Jan-2011)
Duties handled:
 - 1) Preparing Sales Invoice, Performa Invoice, Internal Dispatch Schedule. (Work in Tally ERP 9)
 - 2) Preparing Inward / Outward material Information list for Insurance of material.
 - 3) Bank entry, Bank reconciliation, Process of Foreign currency remittance.
 - 4) Preparing monthly “C” Form detail & Quarterly reminder for receivable “C” Form.
 - 5) Handling Statutory works like VAT, Service Tax, Excise, TDS etc.

6. Worked as an Accountant in “Krishna Engineers” at Vadodara. (Aug-2007 to May-2009)

Duties handled:

- 1) Company sales, purchase related all activities. (Work in Tally 9 version)
- 2) Managing Petty Cash and payment reminder and follow ups with different vendors.
- 3) Handling legal matters like VAT, Service Tax, TDS etc.

❖ Worked as Accounts Assistant in P. K. Enterprise, Vadodara. (Oct-2006 to Aug-2007). During Period handled Sales, Petty Cash and Bank reconciliation, Excise gate pass issue to consignee and maintain register.

❖ Worked as a Support analyst in TAM Media Research Pvt. Ltd. Vadodara. Work entrusted of news analysis by manual and on computer also. Worked for 2 years on casual basis and four months as regular basis.

CURRENT EMPLOYER

➤ “Cardin Health Care Pvt. Ltd.” at Manjusar, Vadodara is engaged in the manufacturing, supplying and exporting of Agro Products. Company is contract manufacturing of Wheat Chakki Fresh Atta & Multigrain Flour, for General Mills India Pvt. Ltd. – Under the Global brand Name of Pillsbury Chakki Fresh Atta. I am presently working as an Accounts Executive since June'17.

- Statutory payment like TDS, PF, ESIC.
- Prepare List of Due of Creditors & Debtors.
- Bank receipt & Payment & reconciliation.
- Booking of Purchase Invoices & Sales Invoices.
- Co-ordinate with consultant for GSTR1 & GSTR3B.
- Verify GSTR2A with Supplier Invoice
- Costing of Product & Conversion working
- During Lockdown Period (24.03.20 to 17.04.20) of COVID19 – Work from Home

CARRIER OBJECTIVE

A Professional and successful individual with extensive background experience and with a proven track record. Self-motivated and resourceful operating on own initiative or as an effective team member. Seeking a challenging career opportunity offering progression and reward.

EDUCATION

- M.Com in Accounts & Costing with 42 % from Gujarat University, Ahmadabad, March'13.
- B.Com in Accounting & Auditing with 46 % from M. S. University of Baroda, April '02.
- H.S.C. in Commerce with 61% from Gujarat Board, March '99.
- S.S.C. with 61% from Gujarat Board, March '97.

COMPUTER SKILLS

Accounting Package Tally 7.2, studied from Tally (India) Pvt. Ltd., Vadodara.
MS OFFICE studied from private institute.

PASSPORT INFORMATION

Passport No.M6586243 (expired on 21/02/2025).

OTHERS

Languages Known: Gujarati, English & Hindi

Strength: Enthusiastic, proactive approach, and strong problem solving skill, time management and eager to learn and face challenges.

PERSONAL DETAILS

Date of Birth	13 th July, 1982	Religion/Caste	Hindu
Sex	Male	Nationality	Indian
Marital Status	Married		

(Chirag J. Shah)