

From:
Ankit Shah
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To:
HR-Dept.

SUBJECT: Application for the Suitable Post

Respected Sir / Madam,

I have come to know that you are in need of a qualified person for above said post. Myself being a Qualified Professional in C.A. and LLB and also a graduate in B.Com,. I hope that you will consider my application & give me a chance to show my ability in front of you. My Resume enclosed herewith.

*Presently I am working with group company name **New Haribhakti Business Services LLP** in Mumbai as a Senior Financial Analyst in Banking Large Corporate.*

If given a chance I assure you, that I will leave no stone unturned in performing my duties to the full satisfaction of my superiors with dignity & honesty. I am looking forward for your kind consideration and positive response.

Thanking you in anticipation,


Yours faithfully,


Ankit Shah.



ANKIT SHAH

CA, LLB, B.Com

 Ankits1011@gmail.com

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EMPLOYERS

- NHBS (March 2020 to Present)
- JSS Group. (June 2017 to March 2020)
- Deepesh S Patel & Co. (Sep 2013 to Jan 2017)

QUALIFICATION

- CA (Nov 2019)
- LLB (May 2018)
- Bachelor of Commerce, Mumbai University - 80% (2013)

SKILLS SETS

- Updated with GST law and Rulings
- Consulting and Leadership skill sets
- Management responsibilities
- Coaching and Mentoring
- Strong connects with Tax officials

CAREER OBJECTIVE

An enthusiastic and high energy driven Professional aiming to utilize the previous work experiences and create a growth path for an Organisation as well as for own self.

WORK EXPERIENCE

Senior Financial Analyst – Baking Large Corporate at New Haribhakti Business Services LLP

Work Experience

- Conducting ASM, Forensic Audit and Financial Due Diligence of various entities (including listed entities).
- Ensuring to adhere to company and government procedures and policies.
- Conducting Interviews and interrogations to generate audit reports.
- Discussing results concerning identified exceptions and other details of the audits and investigations.
- Generating, reviewing and evaluating audit reports.
- Preparing Quotation and follow ups with various Banks & other NBFC's.



Finance & Legal Head at JSS Group

Financial Responsibilities

- Core team member for Finalization of Accounts, Preparation of Cash Flow Statements, MIS Reports. Tax re-structuring and planning, Financial forecasts with budget projection.
- Acted as Project Management Officer for GST implementation within stringent timelines
- Review of Vendor and Customer contractual agreements from GST & other perspectives
- Timely filing of statutory returns under GST and Income Tax Act. Computing and arranging to deposit tax (Income Tax, GST, PF, ESIC, PT)
- Independently handling queries under GST and Income Tax raised by Branches
- Conducting Internal and Stock Audit of various branches.
- Direct Reporting to Director & Chairman
- Leading a team of more than 16 persons in F&A Department

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OTHER INTERESTS

- A Core Team member of Management in carrying out activities for students in various Schools.
- Awarded for Karate.
- Awarded for MS - Excel (during Lockdown)
- Awarded for International Taxation (during Lockdown)

PERSONAL DETAILS

- DOB – 10th November, 1992
- Languages known – English, Hindi, Gujarati, Marathi
- Residence – Borivali, Mumbai

Litigation

- End to end consulting for Service Tax audit, GST audit and PF matters.
- Represented company before various Tax authorities.

Article Trainee at Deepesh S Patel & Co.

Experiences under various fields are as under:

Auditing

- Conducting Tax and Statutory Audit assignments of various companies including Real Estate, Security Agency Company and Hotel Industry
- Conducting Internal, Systems and Process Audit of Education Institution, Diamond merchants/ jewelers, Builders & Developers, Security Agency Company
- Performing Bank audit

Taxation

- Preparation of Income Tax computation of Individual, Firms & Companies along with filing of Returns
- Computing Value Added Tax (VAT) and Service Tax liability & filing of Returns

Litigation

- Preparing documents relating to Scrutiny and Appeal under income Tax, Sales Tax along with submission of the same
- Regular Liaising with the Departmental authorities

Compliances

- Preparing financial and drafting Tax Audit Reports as per the new reporting requirements under Companies Audit Report Order 2016. (CARO)
- Compliances with various Accounting Standards
- Compliances with requirements of the Companies Act 2013.