

# RESUME

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**Hiren Shah.**  
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**2/26,Asma Manzil,**  
**Shivaji Chowk**  
**Kalyan- 421301.**

## CAREER OBJECTIVE

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- To be a part of an organization which provides a room to grow.

## SKILL SET

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- **Operating Systems:** - Working and Administering on Windows.
- **Office Suites:** - Working with Microsoft Office.
- **Tally ERP 9 + GST**

## EDUCATION

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- Passed CA-PCC from ICAI in November-2010.
- Passed CA-CPT from ICAI in 2008.
- Passed T.Y.B.Com in 2008 from Mumbai University with **79%.**
- Passed H.S.C. in 2005 from Maharashtra State of board with **67%.**
- Passed S.S.C. in 2003 from Maharashtra State of board with **72%.**

## WORKING EXPERIENCE

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- **Accounts Manager ---- INNOVATIVE REALEST PVT LTD ...**  
(Dec 2019 to Present.)
- Co-ordination with Statutory Auditors Audit and Scrutiny related matters.
- Correspondence with banks for smooth banking related transaction.
- Correspondence with various departments.
- Knowledge of Investments in Shares, MF & PMS.
- Preparation of CMA data for banking purpose.
- Preparation of Financial statements of Company.
- Preparation of Monthly MIS Reports & Cash flow management.
- Preparation of GST working and filling returns.
- Preparation of TDS working and filling returns.
- Managing Investments of the Company.
- Supervision of accounts and timely payments of statutory dues.

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- **Chief Accounts Officer----K K Corporation..**(Jan 2017 to Nov 2019)
  - Assisting in Tax audit.
  - Preparation of MIS reports.
  - Prepare Balance Sheet, Profit & loss for Company Account.
  - Filling income tax return.
  - Preparation of GST working and filling returns.
  - Handling Tally ERP 9.
  - Reconcile Bank Accounts.
  - Handling petty cash.
- **Senior Accountant--- G.M.GHAISAS & CO –(CA).** (January 2012 to December 2016)
  - Preparing reports as per management requirement.
  - Correcting the discrepancies in the customer account balances.
  - Ensuring if everything is working in a perfect manner.
  - Using technology to keep the company updated behind the curtains.
  - Issue invoices and bills and sent them to customers through various channels (mail, e-mail etc.).
  - Update accounting records with new payments, balances, customer information etc.
- **Article Assistant----- G.M.GHAISAS & CO –(CA).** (June 2008 to Nov 2011)

## AUDIT WORK.

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- Attended Internal audit of BSNL for Sangali, Satara and Goa branch.
- Attended statutory audit of DENA bank for two years.

## STRENGTH

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- Hardworking and punctual.
- Confident and smart Working.

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## Personal Detail

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Date of Birth : 26<sup>th</sup> July, 1987.  
Nationality : Indian  
Marital Status : Married.  
Language known : English, Marathi, Hindi, Gujarati  
Hobbies : Reading & Listening Music.  
Religion : Hindu  
Phone :8779452295.

## Remuneration Detail.

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Current CTC:- Will discuss  
Expected CTC:- Will Discuss  
Notice Period :- One Month.

Hiren Shah.

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