

# Jainy Shah

Contact no - +91 94087 82609, email– [jainu2893@gmail.com](mailto:jainu2893@gmail.com)

Proficient accounting professional at revamping and strengthening financial controls, reorganizing processes, and simplifying procedures to maximize the efficiency and accuracy of accounting records.

## HIGHLIGHTS OF SKILLS

- Ability to work efficiently for verifying and validating for review check.
- Strong verbal, written, communication, interpersonal, documentation, and organizational skills.
- Good potency to use computers skills such as (MS Office, excel, and outlook) efficiently
- Professional attitude, logically proven, detail-oriented, multi-tasking, and tendency to resolve issues
- Consistent and quick learner, patient and focus on work, ability to learn from mistake
- Good mathematical and data analytical skills & sound knowledge of accounting.
- Self-motivated to work as a part of a team as well as independently
- Having a can-do positive attitude, team member, time management, and problem-solving skills
- Having a proficient knowledge of leading accounting softwares.

## EMPLOYMENT

---

<b>PKF O'Connor Davies (Mumbai, Maharashtra)</b>	<b>02/2023 – 07/2024</b>
--	--------------------------

### **Accounting Associate - Full time**

- Worked on clients of end-to-end accounting deliverables like Manufacturing, Non-manufacturing, services, non-profit organizations, real estate, financial services, hospitality management, and Film production companies.
- Prepare weekly, bi-weekly, and monthly reports for the accounting database as well as maintain effective sales reports.
- Worked on payroll recording and payroll journals and interpersonal company personal accounts. Even able to handle daily work on 1099 vendor details and yearly software database.

<b>Indevia Accounting (Mumbai, Maharashtra)</b>	<b>02/2022-12/2022</b>
---	------------------------

### **Accounting Officer – Full time**

- Preparing Bills, Invoices, ACC reports, MSR reports, recording sales, sales analysis, generating payroll, bank feeds, updating deposit logs, third-party reconciliation, and delivering financial reports.
- Working as an accounting officer in US accounting for QSR sectors along with preparing reports as per client's requirement and adjustments with direct client handling experience
- Resolve client queries & and provide them with services as per their requirement.

<b>Sage BPM (Ahmedabad, Gujarat)</b>	<b>07/2021-02/2022</b>
--------------------------------------	------------------------

### **Business Process Specialist**

- Working as a Process Specialist in US Accounting, mainly working in Quick book & Excel
- Update Bank feeds, bank reconciliation, and revenue reconciliation of dedicated client
- Update bills, expenses, and P&L reports for clients for every month.
- Resolve Client queries and provide them with better solutions for smooth functioning

# Jainy Shah

Contact no - +91 94087 82609, email– [jainu2893@gmail.com](mailto:jainu2893@gmail.com)

## Credit Experience

---

**HDFC Bank Ltd (Ahmedabad, Gujarat)**

**05/2017-05/2021**

**Credit Manager – Retail Asset**

- Credit Appraisal of Loan applications within specified policies of the bank and accordingly take a decision or recommend approval to higher authorities
- Handled underwriting/Credit of Two-wheeler and Personal Loan Applications with desired quality level for Maharashtra, Goa, MP, and Gujarat Hub.
- Facilitating lending to Customers by assessing the Creditworthiness of applicants and processing relevant paperwork via the application form, KYC, Company Categorization, FOIR calculations, income computation, and salary slip verifications.

**Jana Bank (Ahmedabad, Gujarat)**

**06/2015-04/2017**

**Area Head**

- Identifying Potential Areas through market research to appraise loans that can meet the need for ladies to run their small businesses.
- Processing a loan based on Application Forms, KYC, and Different MLB checks.
- To appraise loans after completing verifying details of applicants, their documents, group members, house visits, etc.

## EDUCATION

**MBA: Finance & Marketing**

**2013-2015**

**Amrut Modi School of Management (Ahmedabad, Gujarat)**

**Bachelor of Commerce**

**2010-2013**

**H.L Institute of Commerce (Ahmedabad, Gujarat)**