

CURRICULUM VITAE

Mr. Mihir Y Shah

A/407, CHANDRA DARSHAN AARADHAYA APARTMENT
NR.ARIHANT ASHISH APARTMENT, DEV CHAND NAGAR
HAJI BAPU ROAD, MALAD (EAST), MUMBAI 400 097.
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PERSONAL PROFILE:-

DATE OF BIRTH : 13th October 1982
MARITAL STATUS : Single
LANGUAGES KNOWN : English, Gujarati, Hindi, & Marathi.

OBJECTIVE:-

IT IS MY DESIRE TO WORK WHICH CAN HELP ME GROW PROFESSIONALLY AS WELL AS ON THE PERSONAL FRONT, ALONG WITH THE GROWTH OF THE COMPANY. I WISH TO WORK IN A COMPETITIVE ENVIRONMENT WHICH GIVES ME NEW CHALLENGES TO OVERCOME AND NEW FRONTIERS TO EXPLORE.

EDUCATIONAL QUALIFICATION:-

LEVEL	NAME OF UNIVERSITY	YEAR OF PASSING	Grade
SSC	MAHARASHTRA BOARD	1997-1998	First Class
HSC	MAHARASHTRA BOARD	1999-2000	First Class
TYB com.	UNIVERSITY OF MUMBAI	2002-2003	First Class
M.Com	UNIVERSITY OF MUMBAI	2008-2009	Second Class

ADDITIONAL QUALIFICATION:-

<u>OEPRATING SYSTEMS :</u>	SAP HANA B1, TABELAU, POWER BI, CERTIFIED GRATDUATION MS OFFICE, TALLY PRIME, TALLY ERP, FOXRPRO PROGRAMMING & C- PROGRAMMING INTERNET SAVY & OTHERS
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WORK EXPERIENCE:-

1. Working With **King Metal Works** as **Senior Account Executive**(Since **From 2009 to Till date**)
2. Worked with **Tapashvi Sea & Airfreight P Ltd** as **Finance Manager & Accountant.** (From 1st December 2007 to 31st January 2009.)
3. Worked with **Met Life India Insurance Pvt Ltd.**
(From 1st February2007 to 30th November2007)
4. Worked with **Sagar Twisters** as **Account Executive.**
(From 1st August 2003 to 31st January 2007)
5. Worked with **Vikas Auto** as **Data Operators**
(From 1st March 2002 to 30th June 2003)

6. Worked with Artex Synthetics as Account Auditor.

(From 1st October 2001 to 31st March 2002)

Responsibilities Included as Accountant & Account Assistant.

- **Maintain Systems support – Resolving problem Hardware & Software related issues.**
- **Preparing Book Debts Statements as per Bank Norms.**
- **Checking Export invoice, CHA Bills, Freight Bill Etc. related to Export invoice**
- **Checking and Maintain TDS / Excise / Sales Tax / Service Tax Department with Scrutinize.**
- **Checking all incentive related Export.**
- **Checking and Maintaining Personal Account up to Finalization.**
- **Filling Income Tax Return Form ITR 1, 2,3,4,5,6.**
- **Auditing & Scrutinize Sundry Debtors, Sundry Creditors & Rest of All Expenses account, Checking and Maintaining Purchase /Sales Reports Departments.**
- **Maintaining Cash Book, Petty Cash Book, Bank Book and Reconciliation Statement.**
- **Checking and Preparing All TDS Challans on Computerized basis.**
- **Preparing Tds Return Report/Fringe Benefit Report on Computerized basis.**
- **Checking and preparing All Vat Challans and Maintaining VAT Accounts.**
- **Checking and Preparing All Fringe Benefit Tax Challans.**
- **Preparation of Profit & Loss A/c, Balance Sheet of Companies, Partnership firm, & Individual up to Finalization.**
- **Checking and preparing All Service Tax Challans & Maintain respective accounts.**
- **Preparing Sales Bills, Credit Note, Debit Note, Journal Voucher**
- **Checking, Maintain, Scrutinize Labour Job Register with Challans.**
- **Maintaining Sales order, Delivery Challans & Sales**
- **Maintaining Counter Sales and Purchase.**
- **Maintaining All Outstanding Dues & collections.**
- **Co-coordinating with All Party for getting business order and supply.**

Responsibilities Included as Operation Co- Coordinator.

Operations & Requirement Management.

- **Check, Verify, Audit AR Invoice in SAP HANAB1**
- **Pass Journal, Purchase, Debit note, Credit Note & Bank entries in SAP HANAB1**
- **Scrutinize BP Master & Outstanding in SAP**
- **Assisting in New business documents processing as per TATs**
- **Smooth co-ordination with regional / branch offices.**
- **End to end follow up on closure of pending applications**
- **Scrutinizing the Applications as per the Underwriting guidelines of the Company.**
- **Passing Renewal Premium entries.**
- **Providing Medical Checking letters.**
- **Dispatching Policy documents to Clients & Branch.**
- **Achieving high conversion ratio**
- **Accurate & Timely dissemination of data to region.**
- **MIS Generation.**
- **Maintaining Policy Document dispatch tracker,**
- **Quality checking**

EXTRA CURRICULAR ACTIVITIES

Hobbies

- * Listening Music, Playing Cricket, Photography.**

Reference:

- 1. Hiren Shah (Finance Manager – King Metal Works)
Cell No - 9322227212**

Date :
Place : Mumbai

Signature

(Mihir Shah)