

ANKIT SHAH

(M) +971 (0) 589679553

Email: shahankit947@gmail.com Skype: [shahankit947](https://www.skype.com/user/shahankit947)



Seeking career with a reputed leading organization, which gives me an opportunity to optimally utilize my knowledge, skill and potential to learn and grow significantly with the organization.

WORK EXPERIENCE

Company Name : Jewel Trading – Dubai (UAE)

Designation : Accountant

Duration : Working from May-2018

Job Responsibility:

- ❖ Perform all accounting matters, which include: payables and receivables, payrolls department, journals, daily balancing, taxation of clients.
- ❖ Create frequent reviews and reports with sales and financial data
- ❖ Negotiate/close deals and handle complaints or objections
- ❖ Collaborate with team members to achieve better results
- ❖ Managing daily cash flow. Maintaining books of accounts, Invoicing
- ❖ Posting in systems on daily basis. Payroll Preparation
- ❖ Making payments on due date. Follow up and collection of receivables
- ❖ Bank reconciliation on monthly basis.
- ❖ Managed the internal and external mail functions also provided telephone support.
- ❖ Perform all administration & HR matters.

PAST WORK EXPERIENCE

Company Name : G.B. Gems LLC – Dubai (UAE)

Designation : Accountant

Duration : From Nov-2017 to May-2018

Company Name : R.K. Cement Pvt. Ltd. – Ahmedabad (India)

Designation : Jr. Accountant

Duration : From Apr-2015 to Jan-2016

Company Name : CAS Company – Ahmedabad (India)

Designation : Accountant

Duration : From Sep-2014 to Mar-2015

Company Name : Kotak Mahindra Bank – Ahmedabad (India)

Designation : Administration Executive

Duration : From Dec-2013 to Aug-2014

IT SKILLS

- ❖ MS office.
- ❖ Functional command in Tally.

EDUCATIONAL QUALIFICATION

STANDARD	INSTITUTE/UNIVERSITY	YEAR	PERCENTAGE
M.COM	GUJARAT UNIVERSITY	APRIL-2014	58%
B.COM	GUJARAT UNIVERSITY	MARCH-2012	50%

PERSONAL VITAE

Nationality : Indian.
Date of Birth : 06-Oct-1990
Marital Status : Married
Languages : English, Gujarati and Hindi.
Address Postal : 20, Kedarnath Society,
Prabhudas Thakkar Collage Road,
Narayan Nagar, Rannapark - Paldi,
Ahmedabad, Gujarat – 380007.