
CA Ashish R. Sheth

Mob No.: +91 - 9979012311

E-mail : ca.arsheth@gmail.com

F.C.A., JAIIB, B.Com.

PROFILE AT GLANCE

- ✓ I am working with Poojara Telecom group of companies, Rajkot as an Account and Finance Head since July, 2017.
- ✓ I was working with the Rajkot Nagrik Sahakari Bank Limited as a Manager in Audit Department for near about 5 months.
- ✓ I was working with the Finava & Associates, Chartered Accountant Firm in the Rajkot for near about 10 years.
- ✓ I have cleared Examination Junior Associate in Indian Institute of Banking & Finance in June, 2017.
- ✓ I have cleared my CA Examination in November, 2015
- ✓ I have done Graduation from the Saurashtra University.
- ✓ Total Experience - 17 years | 9 years Post Qualification Experience

PERSONAL DETAILS

Mother	:	Smt. Yoginiben Ramniklal Sheth
Father	:	Late Ramniklal Jechandbhai Sheth
Permanent Address	:	B-204, R K Ambiance, 150 Feet Ring Road, Near Shital Park BRTS, Rajkot – 360001.
Date of Birth	:	15 th November, 1986
Nationality	:	INDIAN
Gender	:	Male
Status	:	Married
Languages Known	:	English, Hindi and Gujarati

EXPERTISE FIELD WISE

- ✓ **Name of Company:** Poojara Group of Companies, Rajkot.
 - ✓ **Designation:** Account & Legal Head
 - ✓ **Reporting to:** Managing Director of the company
 - ✓ **Work Period:** Since July 2017
 - ✓ **Scope & Experience:**
 - Handling all the Legal aspects of the company
 - Handling GST Related working including implementation and Return fillings
 - Finalization of Account
 - Handling payment management on daily basis, Managing funds, Investments and Banking transactions. Planning and arranging Funds from Banks.
 - TDS related fillings
 - Overseas transaction review
 - Internal Audit of Accounts
 - Implementation of SAP in the company
 - Stock Audit/Coordination with officials from banks, etc
 - Credit rating work
 - Attend Assessments, Responding to Notices, Department Communications
 - Reporting daily positions to management
 - Payroll processing
 - Handling Online Business with E-commerce environment
-

- ✓ **Name of Bank:** Rajkot Nagrik Sahakari Bank Limited, Rajkot.
- ✓ **Designation:** Manager (Audit).
- ✓ **Audit Locations:** Rajkot Branches as well as outstation branches
- ✓ **Work Period:** From February, 2017 to July, 2017
- ✓ **Scope & Experience:**
 - Handling Internal Audits and Concurrent Audits independently as well as leading the team for the assignments of audit of all the various branches of the bank.

- Preparing Audit Report and Management Notes for the Branches and Representing in the Audit Committee.
 - As a Manager, planning the audit of all the branches also and attend audit committee meetings for discussion regarding to audit queries and RBI related audit queries.
-

- ✓ **Name of Firm:** Finava & Associates, Chartered Accountants, Rajkot.
- ✓ **Designation:** Audit Executive.
- ✓ **Audit Locations:** Morbi, Gandhidham, Gondal, Veraval (Shapar), Jamnagar, Bhavnagar.
- ✓ **Work Period:** From Dec 2006 to July 2010, Articleship
From July 2010 to Jan 2016, Employee
From Feb 2016 to Feb 2017, Chartered Accountant
- ✓ **Scope & Experience:** As described below,

⇒ **Audit Assignments:**

- ✓ Handling various Statutory Audits, Internal Audits and Tax Audits as a senior of various listed, Private Limited companies and firms.
- ✓ I have also attended the various **Concurrent Bank Audit** for banks named State Bank of India, Bank of Baroda and Corporation Bank in Rajkot.
- ✓ Handling Internal Audits and Concurrent Audits independently as well as leading the team for the assignments of audit.
- ✓ Preparing Audit Report and Management Notes for audit performed.

⇒ **Company Law Assignments :**

- ✓ Handling yearly compliance as a senior of various listed, Private Limited companies.
- ✓ Incorporation of various Private Limited, Public Companies. Formulation of MOA & AOA and other aspects relating to incorporation.
- ✓ Dissolution of various Private Limited companies.

⇒ **Direct Tax Assignments** :

- ✓ Preparation/vetting of computation of income of Individuals, HUFs, Firms, Trusts and Companies.
- ✓ Resolving miscellaneous tax issues raised by clients.
- ✓ Attending Scrutiny Assessment cases.
- ✓ Reviewing tax calculations.
- ✓ Attending Conferences with Senior Counsel.

⇒ **Indirect Tax Assignments** :

- ✓ Preparation of computation of Tax Calculations of VAT.
- ✓ Preparation of VAT Audit Report and Filing with Department.
- ✓ Application to VAT Department for VAT/CST Registration.
- ✓ Migration of Excise, Service Tax and VAT Registration to GST.
- ✓ Resolving miscellaneous tax issues raised by clients relating to GST.

⇒ **Project Finance Work** :

- ✓ Preparation of various statements like Cost of Project & Means of Finance, Installed capacity and Utilization of Capacity, Working capital requirements, Raw material consumption, utilization of electricity, power etc.
- ✓ Preparation of important financial ratios like Current Ratios, DSCR Ratio, Debt Equity Ratio, BEP Analysis, Sensitivity Analysis etc.
- ✓ Dealing with Bank Managers, Clients and Advocates.
- ✓ Preparation of Project report and submission of the same to Bank/ Financial Statements

PERSONALITY TRAITS

Positive Attitude.

Communication Skills

All characteristics of Group Leader.

Responsibility and Work Oriented.

Loyal as well as Honest.

Dedicative & Hardworking.

INFORMATION TECHNOLOGY KNOWLEDGE

- **Basic Knowledge of SAP and ERP**

- Undertaken certified courses of ITT on Computers prescribed by The ICAI.
- Proficient use of Microsoft Office Package (Word, Excel, Power Point)
- Advanced use of Research Software like **ITR online, Kitret, SARAL, FinCoRE, APX, SAP (Hana Version), Genius TDS, Genius Income Tax.**
- Basic knowledge of Operating Systems and Hardware configurations of Computer Systems.
- All Accounting Software i.e. **Tally** (from version 5.4 to Tally ERP/GST), **Miracle, APX, Shree, Mehtaji, Profit, Inventory** etc...

Reference: Available on request.

I do hereby state that the above mentioned information is true to the best of My knowledge & belief.

(ASHISH RAMNIKLAL SHETH)