

## **CHIRAG SHAH**

18, Darpan society, Behind CBI, Saint Xavier's School Road,  
Naranpura, Ahmedabad, Gujarat, INDIA - 380013

**Date of Birth :-** 18.11.1972

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## **SUMMARY:**

Highly meticulous and reliable director with an outstanding client service record.

Adept multi tasker able to handle a number of cash management projects with professionalism and accuracy.

Strong research skills in optimizing current and efficient cash management team operation.

## **SKILL AREAS:**

- Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
- Preparing Annual Budget and forecasting trends.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast.
- Developing and updating accounting, finance and management policies and procedures.
- Effective Cash Flow Management.
- Monitoring budgets and comparing them with actual cost and revenues related to production, marketing and capital.
- Coordinating the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Getting control accounts reconciled and sorting out the discrepancies
- Liaison with business related organizations such as Banks, RBI, ECGC Etc. and preparing budget cum systemizing departmental work.
- Handling Reserve Bank of India queries for export/import matters and carrying out all correspondence with the bank.
- Filing GST return, E-TDS payment & E-TDS quarterly return, Independent handling of GST, TDS & Income tax assessment.
- Remitting foreign currency for import advance & other expenses like traveling, consultancy, advertising and project export.
- Negotiating with the banks for export documentation requirement.

- Opening LC for inland and foreign party, bank guarantee for the import & PGB for the purchase, ECGC Policy.
- Processing of Purchase Bills of Raw Material, Asset & Passing Bills of expenses from various departments.
- Implementing training courses for new recruits.

## **EXPERIENCE:**

Director of A-1 Acid Limited with the following key areas of working:

- Planned accounting and finance goals in alignment with company mission and objectives.
- Conducted preparation of annual finance reports annual audits and individual project audits.
- Performed tasks pertaining to payroll transfers and payments disbursement to satellite offices and field locations.
- Ensured all company financial transactions adhered to company and appropriate state policies.
- Analyzed and made improvement suggestions regarding financial accounting and control systems.
- Oversaw preparation and distribution of all project financial reports on a regular basis.
- Ensured timely and efficient operation of accounts payable process.
- Assisted in direction of business office budgeting purchasing and a variety of other finance functions.
- Collaborated with all relevant departments in annual operating budget development.
- Contributed to departmental expense allocation forecast on a monthly basis.
- Provided assistance with cash flow reporting.

## **KEY ACCOMPLISHMENTS:**

- Manage budgetary and investment decisions for laboratory.
- Managed insurance programs.
- Calculate and monitor strategy performance in compliance to multiple investment performance databases.
- Accountable for portfolio's performance and client relationship.
- Responsible for marketing product and generating new business.

## **EDUCATION:**

- Bachelor of Commerce (B.com) from Gujarat University.
- Chartered Accountant from the Institute of Chartered Accountant of India.