

Email – emailtomihir@yahoo.com Phone [Hand Phone] +91 8805989382

SHAH MIHIR M.
309/A, Patel Shopping Centre, Chandavarkar Road,
Borivali (West), Mumbai 400 092, Maharashtra, India

Dip. In (EXIM) – Export Import Management
Dip. In (IBM) – International Business Management

Summery

Working as Accountant	
Multi Task functioning	
Managing accounts department	
Meeting statutory compliance	
Preparing monthly financial statements	
Taxation, Import, Export, Foreign Payments etc.	
Statutory audits, Transfer Pricing etc.	
Global reporting	

Personal

- Date of Birth – 15th July, 1972
- Wife – House Wife
- The only daughter aged 15 Years

Experience in details

Recent Job

Name of Company	Nature of Company	Appointed as	Duration
Coral Labs Ltd.	Manufacturers of Pharmaceuticals	Accountant	Sept. 2017 onwards

My responsibilities

Managing all accounting activities and functions including taxations

Experience in details

5th Job

Name of Company	Nature of Company	Appointed as	Duration
P R Packing Service	Manufacturers of Packing material	Accountant	January 2017 onwards

My responsibilities

Managing the team of accounts in day to day accounting. Authorising the Purchase, Sales and other documents being updated in the system. Keeping checks on accounts receivable and payable. Ensuring proper rates are charged by vendors in all purchase documents. Submitting monthly financial statements to bank.

4th Job

Name of Company	Nature of Company	Appointed as	Duration
Honeywell Automation India Ltd. (US based Multinational Company)	Tank Gauging Systems and loading Automation (Sector Oil & Gas Industry)	Finance Administrator & Sr. Commercial Executive	January 2007 onwards

My responsibilities

NOTE – Earlier working with Enraf India Pvt. Ltd. as Finance Administrator for India Operations, (the multinational company having head office at Netherlands) reporting Financial Statements to the director in India and to the head office at Netherlands. Enraf was acquired by Honeywell in 2008 and performed key function in merging it with Honeywell.

The current profile with Honeywell is

- ✓ Working as Sr. Commercial Executive
- ✓ Approving & executing the orders received from customers (PSU, Private, Corporate etc) referring to its terms and conditions, delivery schedules, project billing breakups, tracking project completion status, payment terms, calculating deductions towards the late delivery, documentations, warranty period calculations, issuing advance, composite and other bank guarantees etc.
- ✓ Maintaining details of dispatches made and balance dispatches to PSU
- ✓ Providing required information to management on critical orders, its timelines in execution plan, delivery schedules, its taxation etc.
- ✓ Preparing commercial & other documents as per Tenders, Purchase Order and L.C. ensuring timely payments
- ✓ Collecting C Forms and other Forms & Payment from customers
- ✓ Issuing security deposits, performance & composite performance of our product in terms of Bank Guarantees so as to release the retained money towards large projects from PSU & private customers.
- ✓ Circulating MIS on sales, securities issued, payments rcd. C Forms etc

Some of the special assignments performed in addition to the regular activities for which management has identified me for special rewards and recognitions.

- ✓ Documentation
Made digitations of the orders that are in pipelines, one that are being currently executed and those which are already completed. On the launch of digitized version the management has clear and true picture of the scenario, helping them to take appropriate decision and it is still giving desired results.
- ✓ Attending the queries raised by Government department
Providing required documents and information to the concerned departments on queries that is being raised by various government departments. The proper documentation and provision of old records and proper information in it has helped in smooth timely response and speedy reply to the departments resulting to the exemption in heavy penalties to the company.

- ✓ Collecting old payments from PSU & private customers
Collected huge amount towards very old and over due payments pertaining to money retained and non follow-up for matured payments from various customers belonging to PSU and private sectors spread all over India, This challenging task was assigned by the management based on my previous performance and involvement in business activities.
- ✓ Collecting C Forms and other statutory forms
Collecting large values of C Forms within the given time frame to reply & submit to the tax department for assessment

The profile with Enraf India (before merging with Honeywell) was

- ✓ Controlling the Financial activities of the India office and reporting to the Director in India and the Head Quarters in Netherlands.
- ✓ Finalizing the books of accounts and financial statements at the end of each calendar month to derive the financial position, backlog orders, backlog billings, statutory liabilities etc.
- ✓ Forecasting the following month's financial statements so as to ensure the financial liabilities and obligations and meeting.
- ✓ Reporting the closer of month end financial statements and following months forecast statements to the head office in Netherlands and replying their queries (if any)
- ✓ Compiling the statements for various taxations, statutory compliance etc for filing the monthly, quarterly and yearly returns to various government departments. This consists of TDS, VAT-CST, PT, PF
- ✓ Preparing MIS report pertaining to purchase, sales, imports, export, foreign remittance etc and plan accordingly
- ✓ Checks on the requirements for yearly financial audits with reference to INDIA GAP & US GAP
- ✓ Preparing Transfer Pricing report as the part of audit & RBI reporting.
- ✓ Worked closely with Honeywell team in merging the company
- ✓ Controlling Commercial activities
- ✓ Managing Exports & Imports.
- ✓ Managing Administration and H.R. functions ensuring the office in India is functioning as per the drafted norms,

3rd Job

Name of Company	Nature of Company	Appointed as	Duration
SSB Metal Works	Manufacturers of Ball-pens and writing instruments	Accounts Manager	June, 2004 To January, 2007

My responsibilities

- ✓ Managing team of accountants, train my staff, motivate and encourage them, resulting into better performance of the department.
- ✓ Releasing Balance Sheet every quarter to study the position in order to meet the desired targets as declared in the CMA data.
- ✓ Communicating with foreign clients pertaining to overseas transactions.
- ✓ Regular follow-up with bank for remittance received & maintaining required balance in CC, PCFC & PC A/c
- ✓ Approving the list of Creditors for payment as per bank position.
- ✓ Coordinating with local sales managers for getting collection from local parties, getting C Forms etc.
- ✓ Getting day to day entries entered & conducting regular inspection.
- ✓ Keeping accounts of Export Incentive Duty Drawback & DEPB Licenses received against each Export Invoice.
- ✓ Conducting internal audit, with all taxation parameters.
- ✓ Approving the issue of form 14B, G-1, H, C Forms etc. to the parties.
- ✓ Studying MIS reports and taking up the necessary decisions.
- ✓ Designed Software for Inventory.

2nd Job

Name of Company	Nature of Company	Appointed as	Duration
Hydro Marine Services	Dealer of Marine Spears	Senior Accountant	June02- toJune04

My responsibilities

- ✓ Managing accounts till finalization
- ✓ Supervising the daily cash and bank transactions.
- ✓ Tracking parties providing services & contracts for taxations.
- ✓ Maintaining the account of TDS towards the commission & contract.
- ✓ Managing day-to-day accounts and all the related transactions.
- ✓ Designed and Developed Software for TDS (Tax Deducted at Source)
- ✓ Coordinating with the visiting Tax consultant and the C.A.

1st Job

Name of Company	Nature of Company	Appointed as	Duration
Group India Trading	Building Contractors	Accountant	June 2000 to June 2002

My responsibilities

- ✓ Coordinating with the visiting accountant.
- ✓ Supervising the daily cash balances of all active projects.
- ✓ Managing day-to-day accounts of office and each project.
- ✓ Managing payroll of labors of each active project.
- ✓ Designed and developed software of payroll.
- ✓ Maintaining the account of TDS towards the sub-contractors.
- ✓



Creative Peripherals

(CIN):L52392MH2004PLC148754

Date: - 22nd, November 2017

To,
Mihir Mahendra Shah
309/A, Patel Shopping Center, C-Wing,
Chandrawarkar Road,
Borivali (West)
Mumbai - 400092

Dear Mr.Mihir Mahendra Shah

SUB: Appointment as Independent Director.

With reference to your application and subsequent interviews you had with us, we are pleased to appoint you in

Our Organization with effect from 22nd November,2017 on the following terms and conditions.

1. Designation : Independent Director
2. Present Location : Mumbai
3. Remuneration : NA
4. Probation : NA
5. Notice : During the course of regular employment your services may be terminated any time by either party with one month notice or one month's salary in lieu of notice period.
6. Transfer : Your services will be transferable to any branch / Department / Section /office of the company in India or any sister concerns existing or which may come into existence in future.
7. Rules & Regulation : You will be bound by the rules and regulations and orders promulgated by the company from time to time.
8. Secrecy : You shall observe strict secrecy with respect to the business of the Company and shall not reveal any matter which may come to your Knowledge in the course of discharge of your duties except when the Required by Management.
9. Retirement : You shall retire after completion of 60 years of age as per records Available with Company. However, your age of retirement may be Extended at the sole discretion of the Management.
10. Basis : Your appointment and continuance in employment will always be subject to:

- I) Your being found medically fit and management will have the right to Get you examine / re-examine from any medical practitioner/ surgeon Whose findings shall be final binding upon you.
Your producing all the document evidence and certificates in original.

Creative Peripherals & Distribution Ltd.

Registered Office : B - 215, Mandpeshwar Industrial Premises Co-op Society Ltd., Opp. M.C.F. Club, Prem Nagar, Off S.V.P. Road, Borivali (West), Mumbai - 400 092. I Tel.: 91-22-4081 1234 / 4246 0777 I Email : administration@ecreativeindia.com
www.ecreativeindia.com



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- II) Along with the copy of your age (Birth Certificate), qualification, experience etc. as stated by you in the employment form and will also be subject to satisfactory verification of your credentials/testimonials etc.
11. Increment : Any further upward revisions in your remunerations shall be entirely Based on your performance assessed by the management.
12. Handover : On your ceasing to be in the employment of the Company you will return to the Company all company property including papers and document which may have come in your possession in the course of your employment.
13. General : You shall not engage yourself directly or indirectly in any other activities of business or profession on vocation or office of profit without the prior sanction of the management. Read the employee handbook Which has the company policies very carefully

With best wishes, for a long and happy association with this Company.

For CREATIVE PERIPHERALS AND DISTRIBUTION LTD.

Vijay K Advani

Whole - Time Director

Creative Peripherals & Distribution Ltd.

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Creative Peripherals

(CIN):L52392MH2004PLC148754

EXTRACT COPY OF CIRCULAR RESOLUTION PASSED BY THE MAJORITY OF DIRECTORS OF CREATIVE PERIPHERALS AND DISTRIBUTION LIMITED (EARLIER KNOWN AS CREATIVE PERIPHERALS AND DISTRIBUTION PRIVATE LIMITED) ON NOVEMBER 23, 2017:

APPOINTMENT OF MR. MIHIR MAHENDRA SHAH AS AN ADDITIONAL INDEPENDENT DIRECTOR:

"RESOLVED THAT pursuant to the provisions of Section 161(1) and other applicable provisions (including any modification or re-enactment thereof) if any, of the Companies Act, 2013 read with Articles of Association of the Company, Mr. Mihir Mahendra Shah (DIN: 08000853) be and is hereby appointed as an Additional Independent Director on the Board of Directors of the Company w. e. f 23rd November, 2017, Thursday, who shall hold office up to the date of ensuing Annual General meeting of the Company."

"RESOLVED FURTHER THAT Mr. Ketan Patel, Chairman and Managing Director of the Company, be and is hereby authorized to perform all acts, deeds and things, execute documents and make all filings under Companies Act 2013, as may be necessary to give effect to the above resolution and to take all such steps for giving any such direction as may be necessary or desirable"

**Certified True Copy
CREATIVE PERIPHERALS AND DISTRIBUTION LIMITED**

**Mr. Vijay Kimatrai Advani
Whole-time Director
DIN- 02009626**

**Date – November 23, 2017
Place – Mumbai**

Creative Peripherals & Distribution Ltd.

Registered Office : B - 215, Mandpeshwar Industrial Premises Co-op Society Ltd., Opp. M.C.F. Club, Prem Nagar, Off S.V.P. Road, Borivali (West), Mumbai - 400 092. | Tel.: 91-22-4081 1234 / 4246 0777 | Email : administration@ecreativeindia.com

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Form DIR - 2
Consent to act as a Director

[Pursuant to Section 152(5) and Rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]

To,
The Board of Directors
Creative Peripherals and Distribution Limited
(CIN - L52392MH2004PLC148754)
B-215, Mandpeshwar Industrial Premises Co-op. Soc. Ltd,
Opp. MCF Club, Off S.V.P. Road,
Borivali (W) Mumbai – 400092.

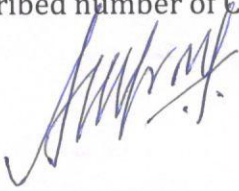
Sub: Consent to act as an Independent Director

I, Mihir Mahendra Shah, son of Shri Mahendra Hiralal Shah, Residing at 309A, Patel Shopping Center, C- Wing, Chandrawarkar Road, Borivali (West), Mumbai – 400 092 hereby give my consent to act as **Independent Director** of the Company, pursuant to Section 161 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

Director Identification Number (DIN)	08000853
Name	Mihir Mahendra Shah
Father's Name	Mr. Mahendra Hiralal Shah
Address	309A, Patel Shopping Center, C- Wing, Chandrawarkar Road, Borivali (West), Mumbai – 400 092
E-mail ID	emailtomihir@yahoo.com
Mobile No.	8805989382
Income Tax-PAN	BEUPS2220H
Occupation	Service
Date of Birth	15 th July, 1972
Nationality	Indian
No. of Companies in which I am already a Director and out of such Companies the names of the Companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager	NIL
Particulars of Membership No. And Certificate of Practice No. If Applicant is a member of any professional Institute.	NIL

Declaration

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any Company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any Company under this Act or any previous Company law in the last five years. I further declare that if appointed my total Directorship in all the Companies shall not exceed the prescribed number of Companies in which a person can be appointed as a Director.



Mihir Mahendra Shah

DIN: 08000853

Add: 309A, Patel Shopping Center,
C- Wing, Chandrawarkar Road,
Borivali (West), Mumbai – 400 092

Date: 22nd November, 2017

Place: Mumbai

Encl:

- 1. Proof of Identity – PAN Card**
- 2. Proof of Resident – Aadhar Card**