Chitrakut Residency, Chikhli,
Gujarat - 396521
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MISHANK SHAH

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LinkedIn

PROFESSIONAL SUMMARY

Detail-oriented and motivated Commerce graduate pursuing MBA with a strong foundation in Accounting, Financial Reporting, Taxation, Auditing, GST, and Regulatory Compliance. Possesses knowledge of financial analysis, bookkeeping, statutory compliance, and business operations through academic training and practical exposure. Proficient in MS Excel, Tally ERP, and financial documentation. Strong analytical, problem-solving, and organizational skills with the ability to work effectively in fast-paced environments. Seeking an opportunity to contribute to organizational growth while enhancing professional expertise in Accounting, Finance, Taxation, and Audit.

WORK EXPERIENCE

- **Assistant | Madhur Finance Services, Chikhli** **(May 2025 – June 2026)**
  - Assisted in handling General, Health, and Commercial Insurance policies for individual and corporate clients.
  - Supported policy issuance, renewals, endorsements, and documentation processes.
  - Coordinated with insurance companies for quotations, policy servicing, and customer support.
  - Assisted clients in understanding policy features, coverage, exclusions, and claim procedures.
  - Managed claim documentation and followed up with insurers to facilitate claim settlements.
  - Maintained customer records and ensured timely policy renewals.
  - Prepared insurance comparisons and recommendations based on client requirements.
  - Developed strong knowledge of insurance products, risk coverage, and customer relationship management.

- **Full time employee | R S Majmudar & Co., Vadodara** **(Apr 2024 – Apr 2025)**
  - Assisted in RERA compliance activities for real estate projects, ensuring adherence to regulatory requirements.
  - Prepared and filed RERA Quarterly Returns and maintained compliance documentation. Supported the filing of applications for project extensions under RERA regulations.
  - Participated in the registration process of new real estate projects under RERA
  - Coordinated with stakeholders to collect, verify, and organize project-related information.
  - Gained hands-on experience in regulatory compliance, documentation management, and real estate laws.
  - Developed knowledge of RERA procedures, project registration requirements, and compliance reporting.

SKILLS

- **Soft Skills:** Communication & Presentation Skills, Leadership, Team Management & Problem solving

CERTIFICATIONS

- Successfully completed the Online Workshop on AI (AURA) conducted by ICAI.

EDUCATION

Online MBA (Finance) (Pursuing)
Manipal University - Jaipur

B. Com (Hons.) in Accounting & Finance
Parul University - Vadodara
2021 – 2024 | CGPA: 8.27/10

Class XII (Commerce) 2021
Swaminarayan International School, Chikhli, Gujarat (Distinction)

Class X 2019
Swaminarayan International School, Chikhli, Gujarat (1st Class)