

# CURRICULUM VITAE

## ROHIT PATEL

LALAKHEDA

SANWER

DIST.: INDORE (M.P.)

**Mob.No.**+91-98931-59333

**Email:-** rohitpatelrp9333@gmail.com

### CAREER OBJECTIVE

**To get an opportunity that allows me to showcase my skills and contribute to the company's growth.** To enhance my skills by taking on this challenging position and expanding my knowledge. Seeking a position in a company that can launch my career and help me to build a stronger skill set.

### PROFILE

Analytical, good at problem solving and excellent at maintaining interpersonal relationships.

Good verbal and written skills.

### EXPERIENCE

1. 3 year of Accounts Executive in **Bharat Lifestyle Furniture Pvt. Ltd.**
2. 6 Months of Startup
3. 1 Month of **Bio Urja Group.**

### KEYRESPONSIBILITY

- Updating accounts payable and performing reconciliations.
- Maintaining vouchers, receipts, bills and payments.
- Updating accounts receivable and issuing invoices.
- Preparing weekly and monthly reports.
- Coordination with vendors and internal team.
- Preparing Journal entries & purchase entries.
- Reconciliation of Banks, Cash, Vendors ledgers.
- Punch Vendors payment and salary thought corporate Banking
- PF & ESIC challan Payment.
- Knowledge of GST & TDS. GST working.
- TDS Challan working & Challan payment.

### KEY SKILLS

- Tally Prime
- Tally ERP9
- Proficiency in MS Excel, Word & PowerPoint
- Excellent command over V-look up, H-look up, Pivot table & various formulas.

## EDUCATION QUALIFICATION

- 10<sup>th</sup> Ball Krishn Public School Indore
- 12<sup>th</sup> From Govt. Boys.H.S School Sanwer.
- Graduation with B.com DAVV University
- Post-Graduation with MBA DAVV University

## COMPUTER SKILLS

- Tally ERP9
- Tally Prime
- DCA (Diplomain Computer Application) BY Makhanlal Chaturvedi

## STRENGTH

- Positive Attitude
- Determined to learn with practical approach
- Enthusiastic and can produce results under deadline constraints
- Obedient to higher Authorities
- Honest
- Time management skills
- I never feel comfortable until my work is completed
- I believe in smart work rather than hard work

## PERSONAL DETAILS

NAME : ROHIT PATEL  
FATHER'S NAME :- GHANSHYAM PATEL  
MOTHER'S NAME : - LAXMI PATEL  
DATE OF BIRTH : - 01-OCT.-2001  
LANGUAGE KNOWN :- HINDI, ENGLISH

## HOBBIES

- I like to play outdoor games which give me strength to tackle a situation.
- Listening to music.