

Contact

9898536213

raja5502@yahoo.co.in

Skills

Costing

accounting

finance

management

team management

management information
systems

microsoft excel

financial accounting

Visa & citizenship

Nationality

Indian

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Raja Patel

finance manager | Ahmedabad

Summary

m.b.a. (finance) - four year experience

Likely to Explore

Not a job hopper

Experience

finance manager

Micro Orbit - Apr 2018 - Present . 5 Yrs 10 Mos.

250 employees | Self/Funded/Govt/Others | [More Details](#)

Consulting | Outsourcing | Web Development |

operation manager - f and a

Paperchase Accountancy - Aug 2011 - Apr 2018 . 6 Yrs 8 Mos.

250 employees | Self/Funded/Govt/Others | [More Details](#)

Accounting | Hospitality | Restaurants |

Responsibilities

* Overall management of day to day accounting work of clients like invoice processing, cash / bank posting, capex, VAT, Payroll processing. Review of weekly, monthly and annual accounts, MIS reports, Completion of audit files etc. * Planning of overall workflow, shift arrangements and allocation of work among team members with confirmation of due dates * Monitoring of work progress to ensure due date schedule * Timely submission of day to day work and periodical reports to various client * Planning of staff requirements, work allocation and co-ordination with staff members and management * Planning and handling staff performance evaluation matter

accountant

anchor allied factory ltd - Aug 2010 - Jul 2011 . 11 Mos.

Self/Funded/Govt/Others |

Responsibilities

Final Account, MIS, Costing, Payroll

assistant manager - accounts and finance

bhagwati flour milling - Apr 2007 - Jul 2010 . 3 Yrs 3 Mos.

Self/Funded/Govt/Others |

Education

Master OF Business Administration (M.B.A), finance

2005-2007 - Hemchandracharya North Gujarat University, Patan

Master OF Business Administration (M.B.A), finance

2000-2003 - Gujarat University

Master OF Business Administration (M.B.A),

0 - gujarat university;m.b.a.;2000 – 2003;