

RESUME

RAJ D. PATEL.

C-20, Simandhar Residency II

Nr. Sopan Saran, Silver Star,
Chandlodiya

Ahmadabad - 382481.

Phone No. (M): (+91) 8490053892,

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Carrier objective -

Seeking a challenge and rewarding position in an organization where I have change to enhance my skills in administration and having chance to grow; and to prove my potential to further strengthen the company.

Professional Experience:

1 NAVNEET EDUCATION LIMITED from Aug. 2014 to Mar. 2016

- Working with customer master data use in SAP.
- Creating and processing deliveries of sales orders as per schedule in SAP.
- Creating and processing an invoice for the delivery in SAP SD MODULE.
- Checking Status of order, delivery and invoice using document flow.

2 ARVIND V. SHAH & CO. from Apr. 2016 to Dec. 2017

- Maintaining day-to-day accounts (Cash Book, Bank Book, Bill Entry, JV Entry etc.).
- Entry in Tally 9 E.R.P Version & on Company Software also.
- Prepare Bank Reconciliation Statement & Dealing with Banks.
- Verification of bills.
- Part of the Bank auditor team.

3 PRUDENT CORPORATE ADVISORY SERVICES LIMITED from Dec. 2017 to onward

- Managing Daily Petty Cash Transactions.
- Managing Daily Bank Transactions (NEFT/RTGS/Cheque Prepare & Receipts Entry).
- Doing Day to Day Bank Reconciliation.
- Booking of Purchase & Expense Bills with Co-ordinate & support of Purchase and Admin Dept.
- Preparation of Monthly TDS Working (Employees & Vendors), Payments & Quarterly Returns.
- Preparation of Monthly GSTR 2A reconciliation in GST portal.
- Preparation of All Type Management & Other Department Required Reports.
- Doing All the Accounting Entries in Tally Prime & Excel system.
- Reconciliation of Sundry Creditors Account.

Academic qualification -

- M.Com from "Gujarat University" Pass with Second Class.
- B.Com from "Gujarat University" Pass with Second Class.
- +2 from "Gujarat State Education Board", in 2010 with 57.00%.
- 10th from "Gujarat State Education Board", in 2008 with 64.15%.

Others -

- Certified Corporate Accountant Course from MUNIMJI TRAINING & PLACEMENT PVT. LTD
- Knowledge of Computer fundamentals Email and Internet.

Personal Information -

Date of Birth : 18th Feb. 1993

Sex : Male

Marital Status : Unmarried

Language known : Hindi, Gujarati & English

Nationality : Indian

Present Salary : 28,500/- P.M.

Expected Salary : 37,000/- P.M.

Dated :- 25 Jan 2022

Raj D. Patel
