

# PATEL FENALI

## CHARTERED ACCOUNTANT

### CONTACT

91-8347490954

fenalipatel97@gmail.com

Ahmedabad - 380013

### SKILLS

Adaptability

Fast Learner

Effective Time Management

Proficient in Microsoft Office Suite

### EDUCATION

#### CHARTERED ACCOUNTANT

THE INSTITUTE OF CHARTERED  
ACCOUNTANT OF INDIA

2015 - 2019

Cleared in First Attempt with exemptions  
in four subjects

#### BACHELOR OF COMMERCE

GUJARAT UNIVERSITY

2015 - 2018

Graduated as First-class with Distinction

### LANGUAGES

English

Hindi

Gujarati

### PROFILE

I am an experienced Finance and Accounts Manager with a strong background in finalisation of accounts. With over 3 years of experience in managing accounts and leading teams, I have a proven track record of success in ensuring all statutory compliances and regulations. I am skilled in GST and TDS compliance and have a deep understanding of financial concepts and applicability. My expertise in team management and process improvement allows me to streamline operations and drive efficiency. I am dedicated to continuous improvement and strict compliance, and I excel in problem-solving and enhancing systems. My goal is to contribute my skills and knowledge to the success of an organization as a Finance and Accounts Manager.

### WORK EXPERIENCE

#### ACCOUNTS MANAGER

GOPINATH CHEM-TECH LIMITED

JAN,2022 - PRESENT

- Responsible for overseeing financial operations and managing the accounts department. Utilize financial analysis and reporting skills to provide accurate financial information to senior management.
- Evaluated finances to assess budget and controls and identify areas for improvement.
- Developed and implemented strategic plans to reduce expenses and increase profits based on financial analyses.
- Monitored books of accounts such as expenses, income, budgets and acted upon errors.
- Produced year-end financial statements in line with regulatory standards.
- Prepared reports and financial statements to assist management in strategic planning and decision making.
- Supported preparation of monthly accounts related to accruals, prepayments, depreciation and deferred tax working.
- Allocated department resources to handle financial management and reporting.
- Responsible for tax planning throughout the fiscal year, payment of Bill of Entry, filing of GST, IT and TDS Returns, Form 15 CA of Group Companies.
- Providing Financial Analysis with an emphasis on Capital Investments and pricing decisions.
- Preparation and submissions to bank such as Stock Statements, FFR - 1 & 2, CMA data, etc.

#### ACCOUNTS MANAGER

BRR ENTERPRISE PRIVATE LIMITED

FEB,2021 - DEC,2021

- Reporting and finalization of accounts.
- Preparing and monitoring budget by gathering and organizing Financial Information and analyzing variances and reasons for the same.
- Reviewing periodically company policies and reporting changes to higher level of management.
- Ensuring statutory compliance periodically.
- Closure of accounting and accruals.
- Financial planning and projection, developing and identifying cost control measures.
- Managing and overseeing the daily operations of account & export department.
- Supervised dynamic corporate accounting team.
- Reviewed completed work to verify accuracy and address discrepancies..
- Preparing & filing Income Tax Returns of various Individuals, corporate and non-corporate entities.
- Preparation of TDS returns and revision of the same; TDS Reconciliation.