

Curriculum Vitae

Priyanka B.Patel

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QUALIFICATION

COURSE	BOARD / UNIVERSITY	YEAR OF PASSING	Percentage
M.com	Gujarat university	2016	64.30%
B.com	Gujarat university	2014	62.30%
H.S.C.(COM.)	G.H.S.E.B.	2011	69%
S.S.C.	G.S.E.B.	2009	56.31%

EXPERIENCE

- I have worked at Dhiren H. Pandya & Associates on five months.
- Now Working at Metronics Technology as a Accountant

COMPUTER

- Basic
- Tally ERP 9 with GST

JOB DESIGNATION

- Accountant

JOB RESPONSIBILITY

- Basic in Computer , and other Back office Work.
- I have knowledge in Tally ERP 9 Software.
- I am handling General accounting on day to day Basis.
- I have knowledge of GST in all portal without uploading(GSTR 1 & GSTR 3B)
- I have handling Bank correspondence
- I have maintain stock in Tally ERP 9.
- I have handling all basic work in accounting

PERSONAL PROFILE

Name	:	Priyanka B. Patel
Father's Name	:	Bharatbhai T. Patel
Date of birth	:	19 th June, 1994
Gender	:	Female
Nationality	:	Indian
Languages Known	:	English, Hindi & Gujarati
Permanent Add.	:	As Above

DECLARATION

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place : Ahmadabad

Signature
Priyanka B. Patel

