

# CARRICULUM VITAE

**PATEL SANJAY KUMAR MANUBHAI**

**D\21 Murli Manohar Park,  
NR, Ajay Tenament P-4,  
Amraiwadi Ahmedabad – 380026.**



## ● PERSONAL PROFILE

- **PHONE** : (M) 9033090906, 8866422307
- **DATE OF BIRTH:** : 21 March 1990
- **RELIGION-CASTE:** : Hindu
- **GENDER:** : Male
- **MARITAL STATUS:** : Unmarried
- **LANGUAGES KNOWN:** : English, Hindi & Gujarati
- **NATIONALITY** : Indian
- **E-MAIL ID:** : Patelsanjay377@gmail.com

## ● ACADEMICS BACKGROUND

Sr. No	Standard	Education Board/Uni.	Passing Year	Result / GRADE POINTS
1	H.S.C	G.S.E.B	2009	50.71
2	T. Y. Bom	Guj. Uni.	2012	50.66
3	M.Com Sem-1	Guj. Uni.	2013	4.37
4	M.Com Sem-2	Guj. Uni.	2014	4.58
5	M. Com Sem-3	Guj. Uni.	2013	4.63
6	M. Com Sem-4	Guj. Uni.	2014	4.49

## ● STRENGTH

Exellent Verbal and Written Communication Skill, Enthusiastics to Work, Medium Typing Speed.

## ● COMPUTER KNOWLEDGE

<u>Exam</u>	<u>Bord/uni</u>	<u>Passing year</u>	<u>Result/Gradde</u>
Tally ERP 9	Bright Academy	Feb-13	A
C.C.C	SCIT Computer Education	Jan-12	A
M.S.Office	G.C.Education	Oct-10	A

## ● HOBBIES

Reading, Cricket, Listening Music.

## ● DECLARATION

1. I have worked with **Sanskar Education / Computer Classes** as **Computer Teacher** *Last Four year's*
2. I have been working in **Taru Overseas Pvt.Ltd .(Lignite Agent)** As a **AssistantAccountant** *Last four Three Year's*

## ● CURRENT PROFILE

### **TARU OVERSEA PVT LTD.**

*To present Responsibilities as a Assistant Accountant.*

*Handled all types of accounts writing as well as filing in Tally 9 and handling cash counter and maintaining Bank accounts.*

- ⇒ Daily Cash Book Entry and petty cash maintain.
- ⇒ Daily manage banking work as a (Clearing, withdrawal, deposit related.)
- ⇒ Daily maintain sales & purchase a/c entry.
- ⇒ Raise Invoices & follow up for outstanding .
- ⇒ Maintain Stock with physically work shop.
- ⇒ Adjustment advance and salary.
- ⇒ Maintain outstanding of Debtors.
- ⇒ Maintain bank reconciliation.
- ⇒ Cash collection & paid party.
- ⇒ Daily Reporting Head office Co-operate relating to Accounting work.

## ● DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, current and complete to the best of my knowledge and belief.

**Yours Sincerely,**

*Sanjay m . Patel.*