 **CURRICULAM VITAE**

**PARTH PATEL**

K/402, dev krupa 2,

Nr. New India Colony,

Opp. Sadguru homes,

New nikol, Ahmedabad 382350

Email –Id : [parthpatel22071997@gmail.com](mailto:parthpatel22071997@gmail.com)

M. 9624330651 ,9173193419

**Career Objects:**

* To Be Front Line Employee And Fulfill The Requirements Of The Company With

My Best Efforts

**EXPERIENCE:**

**Company Name**  : Omkar Electroplaters

**Company Profile** : Hard Chrome plated

**Designation**  : Account in tally ERP 9.0

* All type off Data Entries in Tally ERP 9 (Purchase, Sales, Bank, etc…)
* Banking Activity (Bank Reconciliation, NEFT, RTGS, Cheque Printing, Online banking, Communication skill with bank, etc…..)
* Day to day Stock Maintain (Stock Consumption, Inward, Balance, Wastage)
* GST Data Preparation.
* Preparation of Form 402 & 403 (For OGS Sales & Purchase)
* Account Ledger Cross Verification and Conformation by coordination with party…
* Data Provide to director as per requirement…
* Preparation of Commercial Invoice, Credit Note, Debit Note, Payment Advise
* Working skill on MS Office…….

**Education Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD** | **BOARD/ UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| S.S.C | G.S.E.B | 2012 | PASS |
| H.S.C | G.H.S.E.B | 2014 | PASS |
| B.COM | GUJARAT UNIVERSITY | 2017 | Pursuing |

**Languages:**

* Gujarati
* Hindi
* English

**Personal Details**:

* Date of Birth : 22/04/1997
* Gender : Male
* Nationality : Indian
* Marital status : Unmarried

Your Faithfully

Parth Patel