

CURRICULUM VITAE

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PROFILE

To acquire a challenging career with a company of goodwill and high profile in order to prove my skills and abilities and benefit the company through my experience.

Willing to work in an organization where a person gets an opportunity to explore one's talents, recognizes capabilities, believes in teamwork, hard work and continuous development.

SKILLS & STRENGTHS

- Managing a portfolio of accounts
- GST and Audit
- Confident and Positive attitude
- Wide breadth of accounts payable and receivable management experience
- Team work
- Strong record in sound account strategy implementation
- Exceptional negotiation and leadership abilities

PROFESSIONAL EXPERIENCE

INDIA

**THREPSI SOLUTIONS PVT LTD (GROUP COMPANY OF PHARMEASY)
(HEALTHCARE & PHARMA)**

OCT 2019- PRESENT

SENIOR EXECUTIVE – FINANCE & ACCOUNTS

- Bank Reconciliation & Ledgers (GL) Scrutiny
- Fund Management & Overall controlling the finances / bank funds position on daily basis
- Monthly Provision & Prepaid calculations for accounting
- Handling Microsoft D365 ERP system with implementation & Tally ERP 9 / Tally Prime
- Monthly Expense & Variance Analysis submission to HO
- Monthly profit and loss & trial balance reconciliation
- Monthly reconciliation of integrated transactions in ERP for Ahmedabad, Baroda & Surat region
- Improve systems and procedures and initiate corrective actions
- Preparing monthly GST data for return filling
- Providing financial reports and interpreting financial information to managerial staff
- Resolution of Account and Finance related queries.
- Interact with financial staff and ensure the audit spreadsheets are maintained every week.

INDIA
APCO AGENCIES

EXECUTIVE– FINANCE & ACCOUNTS

JULY 2016- SEPT 2019

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- Bank Reconciliation & Ledgers Scrutiny
 - Fund Management & Overall controlling the finances / bank funds position on daily basis
 - Credit / Debit Management
 - Sales – Purchase Billing & Payroll processing
 - Managing daily cash balances
 - Resolution of Account and Finance related queries.
 - Interact with financial staff and ensure the audit spreadsheets are maintained every week

INDIA
C.B PATEL & COMPANY (ACCOUNT & TAX CONSULTANT)

EXECUTIVE – FINANCE & ACCOUNTS

AUG 2013- APR 2016

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- Bank Reconciliation & Ledgers Scrutiny
 - E-payments of utilities
 - Internal – External Audits
 - Sales – Purchase Bill Posting
 - Physical POD & Shipment verification

EDUCATION

K. KA SHASTRI COLLAGE (GUJARAT UNIVERSITY,2013)

BACHELER OF BUSINESS ADMINISTRATION IN FINANCE (B.B.A)

CERTIFICATION

- M.S OFFICCE
- Tally ERP 9

LANGUAGES

- ENGLISH
- HINDI
- GUJARATI

References available upon request