

## NITUL PATEL

37/2, Vahelal Society,

Nr.Khodiyar Temple, Naroda,

Ahmedabad - 382330

Mo: +91 99788 37251

Email: [nitulpatel2011@gmail.com](mailto:nitulpatel2011@gmail.com)

### **CAREER OBJECTIVE**

I want to be the part of an organization which can provide me the platform to upgrade myself while performing my duties. I am looking forward to roles that will help me realise my potential by exploring the various aspects of this field.

### **JOB PROFILE & RESPONSIBILITIES**

1. Currently Working in Komal Texfab Pvt. Ltd., Ahmedabad, Gujarat as an Accounts Executive from Sep 2020 to till Date:

- a. Manage all Accounting Transactions
- b. Compute taxes and prepare tax returns
- c. Working of GSTR 1, GSTR 3B in tally ERP 9
- d. GSTR 2A on GST Portal
- e. TDS invoices and calculation of TDS
- f. TDS challan Filed.
- g. Handle monthly, quarterly and annual closing
- h. Daily Bank Reconciliation Statement
- i. Reconcile accounts payable and receivable
- j. Preparation of Profit & Loss Account with Balance Sheet
- k. Creation of AP Vendor Masters, Punching AP Invoices
- l. Creating Business Partner Masters
- m. Creating GL Account, Maintain Accounting of Fixed Assets
- n. Managing Payroll, Compliances Like PF, ESIC, PT
- o. Handling Intercompany Reconciliation

2. Working in Gallops Automotive Pvt. Ltd., Ahmedabad, Gujarat as an Accounts Executive from Feb 2019 to Aug 2020

- a. Working of GSTR 1, GSTR 3B in tally ERP 9
- b. GSTR 2A on GST Portal
- c. TDS invoices and calculation of TDS
- d. TDS challan Filed.
- e. Daily Bank Reconciliation Statement
- f. Vendor Payment/ Invoice prepared

3. Working in Sagardeep Alloys Limited, Ahmedabad, Gujarat as an Accounts Executive from May 2013 to January 2019
  - a. General Accounting
  - b. Purchase-Sales entry
  - c. Bank Reconciliation
  - d. Cheque Printing
  - e. Sales tax and Excise
4. Working in Nishan Security & Allied Services, Ahmedabad, Gujarat as an Advisor from December 2011 to April 2013

#### **EXPERIENCE**

Sr. No	Organization	Responsibilities	Location	Period of Working
1	Komal Taxfab Pvt. Ltd.	Account Executive	Ahmedabad	2020 - Present
2	Gallops Automotive Pvt. Ltd.	Account Executive	Ahmedabad	2019 - 2020
3	Sagardeep Alloys Limited	Account Executive	Ahmedabad	2013 - 2019
4	Nishan Security & Allied Services	Advisor	Ahmedabad	2011 - 2013

#### **EDUCATION QUALIFICATION**

Sr. No	Std. / Degree	Board / University	Year of Passing
1	B.Com	Sunrise University (Rajasthan)	2016
3	H.S.C	G.S.E.B Gandhinagar	2008

#### **FUNCTIONAL SKILLS:**

1. Tally ERP 9
2. MS Office (Excel, Word, Power point)
3. SAP HANA B1

#### **SOFT SKILLS:**

1. Hardworking & Excellent Team Player
2. Analytical Skill, Decision making leadership skill
3. Positive thinking, Ability to overcome obstacles

#### **PERSONAL INFORMATION**

Date of Birth : 21<sup>st</sup> October 1990

Marital Status : Unmarried

Language Known : English, Hindi & Gujarati

Hobbies : Cricket & Explore New Places

**THANK YOU**