

Zalak K. Patel

604, Suryansh Elegance, Besides Suryansh Solitaire,
Shilaj Road, Shilaj Circle,
Ahmedabad, Gujarat 380059,
9099944931, 8780983617 (M)
 zalakpatel1984@gmail.com

Career Profile

Master of Commerce (M.Com) Part-1 with 7+ years of experience in Account and Commercial Management

Career Objective

To work in creative and challenging environment and achieve a position where my commercial and technical skills and knowledge will always be utilized in organization.

Key Skills

- Expertise in Microsoft Excel and Microsoft Office
- Knowledge of Sales Tax, TDS, Excise, Service Tax
- Excellent coordination and up to date communication with Management and Distributors

Soft Skills

- Tally 7.2
- Excellent in MS-Excel (V-Lookup, Pivot Table, Charts and Formulas)
- Microsoft office

Ability and Strength

- I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
- My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure

Work Experience

- **Sharma Hyundai Pvt. Ltd., Ahmedabad**
Duration : Oct'2015 – Jul' 2018
Designation : Sales Consultant

Job Profile & Job Responsibility

- Develop an in-depth understanding of our current car inventory and use that knowledge to encourage customers to make a purchase
- Work with our marketing team to grow our customer base
- Assist in setting up the sales lot or the showroom floor for promotions and to put new models on display
- Work with the Finance Manager to develop sales agreements that benefit the company as well as the customer
- Collaborate with our Sales Manager to offer attractive deals on used vehicles to interested customer
- Greeting drop-ins, responding to inquiries, recommending sales campaigns and promotions.
- Qualifying the buyers by understanding buyers requirements and interests, matching requirements and interests to various models and building rapport.

- **Kataria Automobiles Pvt. Ltd., Ahmedabad**

Duration : Sep'2012 – Sep' 2015
Designation : Account Executive &

Job Profile & Job Responsibility

- Maintain All Accounting voucher entry
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors
- Maintain Petty Cash Book & Internal Audit : Store and Accounts Book
- Maintain day to day Accounts & reporting to management on time to time
- Calculation VAT, Service Tax & TDS Preparation computation Input & Output Tax Return
- Managing vendor accounts and generating payment cheques on weekly basis.
- Handling payroll of employees
- Maintaining track record of company expenses

- **Reliance Communication., Ahmedabad**

Duration : Jun' 2006 - Aug' 2012
Designation : Account Executive

Education

- I have completed M.Com (Part-1) from Gujarat University in year 2006.
- I have completed B.Com with 52% from Gujarat University in year 2005.
- I have completed H.S.C (Commerce) with 57% from Gujarat Board.
- I have completed S.S.C with 63% from Gujarat Board.

Computer Skill :

- Computer Fundamentals, Microsoft Office (Ms Word, Ms Excel, Ms PowerPoint) & Internet
- Excellent command on Microsoft Excel
- Tally 7.2

Other Details :

- Date of Birth : 26th May 1984
- Gender : Male
- Marital Status : Single
- Languages Known : English, Hindi & Gujarati
- Current Salary : INR 16000 / Per Month