

Curriculum Vitae

Hiren Patel

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OBJECTIVE

Seeking a challenging opportunity where i will be able to utilize my storong organizational skills,educational background, and ability to work well with people,which allow me to grow personally and professionally. I would give my entirety to cooperate my fellow mates help the company reach new horizons of success.

EDUCATION

➤ **MBA(Master Of Business Administration) Specialization In Finance Management**

Affiliated to Sikkim Manipal University,Gangtok

Passing Year: November-2011, **Grade:** First (63.05%)

➤ **PGDBM (Post Graduate Diploma in Business Management)**

Affiliated to Rajendra Prasad Institute of Communication & Management, Mumbai.

Passing Year: June-2009, **Grade:** First (63.71%)

➤ **B.com(Bachelor Of Commerce)**

Narmada Colleage of Science & Commerce,Bharuch.

Affiliated to Veer Narmad South Gujarat University, Surat.
Gujarat (India).

Passing Year: May-2008, **Grade:** Second (59%)

➤ **Higher secondary certificate(HSC)**

Gujarat secondary education board, Gandhinagar, Gujarat.

Passing Year: March 2005 **Percentage:** 73.67%

➤ **Secondary school certificate(SSC)**

Gujarat secondary education board, Gandhinagar, Gujarat.

Passing Year: March-2003 **Percentage:** 76.29 %

EXPERIENCE

- **Presently working with Adani group Adani Enterprises Ltd, Ahmedabad, Gujarat** as an executive in ABEX B2P Finance & Account Department Since June-2022.
- **Previous Assignments:**
- **Aditya Birla Group Grasim Industries Ltd** (Grasim Cellulosic Division – Vilayat, Bharuch) as a Assistant Manager Finance & Account Department- Greenfield and Expansion project - 9.6 Year
- **Vardhman Acrylics Ltd**,Jhagadia,Bharuch as a Sr.Account Assistant- 2.5 Year
- **Sulphur Mills Ltd**,Panoli,Bharuch as a Account Assistant - 1.1 Year
- **M M Construction private Limited**,Vadodara as a Account Assistant-1Year

JOB PROFILE

- Checking, passing and Payment of all type of Goods receipt notes (i.e. Raw material GRN, Engineering item GRN, Cash Purchase).
- Checking, passing and payment of Import GRN.
- Checking, passing and payment of Freight,CHA,Shipping bills.
- Admin overhead and General contract Bill Passing.
- 100% e-payments of Invoices processing.
- All Governments related payment handling.
- Reconciliation of vendor's GL with legal compliance & tax compliances.
- Monthly analysis & scrutiny of GR/IR account for clearing.
- prepare admin overhead report.
- Detail reporting by implementing internal order,cost center,WBS in SAP.
- Prepare & booking all Debit/Credit notes received from other group units.
- Monthly closing work.
- General Accounting with taking of all legal provisions.
- Prepare and review monthly ageing of creditors,Debtors,GRIR,Deposits,Retention,advances and other payables & receivables ageing.
- Fund management- Forecast the cash outflow on monthly/weekly/daily basis.Preparation of actual cash outflow.
- Handling of statutory and internal audit work.
- Preparation of LC & also amendment where necessary requirement in LC.
- Quarterly physical stock verification of Raw material and Finished goods.
- Maintain DMS (Document Management System).
- Cash management :
Foreign currency arrangement & Handling Work for employee foreign tour.
Cash Payment. Maintain Cash book on Daily Basis.
- Any other Work Assigned by HOD time to time.

ACHIEVEMENT

- Received KULAPATI'S Award for standing First in Business Management at Post-Graduate Diploma examination held in April 2009.
- Received Management Appreciation from Vardhman Acrylics Limited for implementing Kaizen (s) and TPM activities between 1st October 2010 to 30th April 2011.

SPECIAL SKILL

SAP HANA (FICO),Microsoft office,Tally-9.0,oracle,ERP and BPCS system.

PERSONAL DETAILS

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|--------------------------|---|------------------------------|
| ➤ Date of Birth | : | 21- 05- 1988. |
| ➤ Marital Status | : | Married. |
| ➤ Languages Known | : | English, Hindi and Gujarati. |
| ➤ Reference | : | can be provided on demand. |

Place: Vadodara

Date:

(HIREN.P.PATEL)