

MR, JANAK . S. PATEL

6-12, KAJIVDAVAS,
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KARANNAGAR,
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CAREER OBJECTIVE : -

My career objective is working with the progressive organization where can I found my growth as well as companies growth with my best acknowledgement as far as my degree is concern.

EDUCATIONAL QUALIFICATION:-

<u>Degree</u>	<u>Year of passing</u>	<u>Name of University</u>	<u>Class/Grade</u>
M.B.A (FINANCE)	May 2014	Gujarat technological university(GTU)	FIRST
B.B.A	Mar 2010	H.N.G.U	SECOND
H.S.C	Mar 2007	G.H.S.E.B	FIRST
S.S.C	Mar 2005	G.S.E.B	SECOND

MY STRENGTH:-

- Hard working
- My flexibility to handle change.

Project Undertaken of Graduation & Post Graduation

M.B.A

- Comprehensive project report “ Customers satisfaction in HDFC Bank and SBI Bank their comparison ”

- 2 Months Summer project in **HITACHI HOME & LIFE SOLUTIONS (INDIA)LTD** on “ **CUSTOMER SATISFACTION**” at Karannagar.

B.B.A

- 1) F.Y.B.B.A :- “A Project Report on Industrial Visit at “**RAJA INDUSTRIES & MADHUR DERI**” Of 1 day.
- 2) S.Y.B.B.A :- “A Project Report on Industrial Training at “ **JANKI OIL INDUSTRIES LTD**” of 30 day.
- 3) T.Y.B.B.A :- “A Market Research Project Report on consumer satisfaction at “ **SWASTIK SANITARYWARES LIMITED** ” of 30 days.

Computer Literacy

MS Office , CCC

PERSONAL PROFILE

- **Date of Birth** : 24TH AUG ,1989
- **Interests** : Watching Reality Shows,
Surfing on Internet ,Travelling.
- **Languages known** : English, Hindi & Gujarati
- **Marital Status** : Married

DECLARATION :-

I consider myself familiar with management of FINANCE aspect. I am also confident of my ability to work in a team.

I here by declare that the information furnished above is true to the best of my knowledge.

EXPERIENCE :-

1. J P FOODS PVT LTD as an Assistant Account from last 2 years.(WONDER MASALA)
2. YOURS ETHNIC FOODS PVT LTD as an Assistant Account & Cashier from last 1.5 years. YOURS MASALA PORDUCT (BRAND NAME)
3. ALPINE FIBC PVT LTD as an Assistant Account From 0.7 Year .

BORISANA ,TA – KADI, DIST – MHESANA

4. Working in UPPER CRUST as an Assistant Account .

THOL ,TA – KADI, DIST – MHESANA

WORK

- 1) BANK RECONSILATION**
- 2) CREDIT NOTES –DEBIT NOTES, L.R**
- 3) CASH DISCOUNT-CN/DN**
- 4) COLLECTION WORK**
- 5) MONTHLY CHEQUE RETURN DEBITE-NOTE**
- 6) GOODS RETURN ENTRY & SLIP (GRS)**
- 7) SALES BILL & PURCHASE BILL**
- 8) JV & TDS ENTRY**
- 9) E – WAYBILL**
- 10) DISPATCH**

ALL TYPES DATA ENTRY IN TALLY. & CASHIER .

ALL TYPES OF BANK WORK .

PLACE:

DATE

(JANAK PATEL)