

# Curriculum Vitae

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## **Smit Mukeshbhai Patel**

58,Vishala Park Society, Beside Hariom Nagar, Near Cadila Bridge,  
Jiviba School Road, Ghodasar, Ahmedabad-380050

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### ❖ Career Objective:

I am a semi qualified aspiring Chartered Accountant Student looking forward to be an integral part of Business World. I want to work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective.

### ❖ Summary of Skills:

- Good theoretical knowledge of laws.
- Excellent knowledge of accounting and auditing laws.
- Can work efficiently in Tally (All versions) and MS Office Tools.
- Good at quick arithmetic calculation.
- Good command over accounting and finalization of accounts.

### ❖ Academic Qualification:

- Passed **10<sup>th</sup>** with 86 %, from **G.H.S.E.B.** in **March-2008**.
- Passed **12<sup>th</sup>** with 83 %, from **G.H.S.E.B.** in **March-2010**.
- Passed **T.Y.B.com** with 65% (1<sup>st</sup> Class), from **Gujarat University** in **June-2013**.
- Passed **M.Com** with 60% (Higher 2<sup>nd</sup> Class), from **Gujarat University** in **November-2019**.

### ❖ Professional Qualification:

- C.A. CPT – Passed in June 2010 With 69%.
- C.A. IPCC (1<sup>st</sup> Group) – Passed in November 2011 with 57%.
- C.A. IPCC (2<sup>nd</sup> Group) – Passed in May 2013 with 59%.
- C.A. FINAL (1<sup>st</sup> Group) – Passed in November 2014 with 52%.
- C.A. FINAL (2<sup>nd</sup> group) – **Pursuing**.
- LL.B – **Pursuing**.

### ❖ Work Experience:

- Worked as Article Assistant In **Sanjay Upadhyay & Associates (C.A.)** For 3 Years.
- Worked as Accountant cum Audit Article Assistant In **M.R. Patel & Co. (C.A.)** For 6 Month.
- Practicing as associate for Taxation and Accounting in **M.R. Patel & Co. (C.A.)** since September 2015.

### ❖ **Work Profile:**

- Managing Accounting work up to finalization.
- Performed Tax related duties and compliances for Direct Tax and Indirect Tax.
- Performed Income Tax Audit and GST Audit related work.
- Conducted Concurrent Audit of Co. Op. Banks & Statutory Audit of Nationalized Banks.
- Leading a team of office staff and Clients' Accountants for the best business Practice of our clients.
- Recruiting the best qualified staff in accounting and taxation field for our clients.

### ❖ **Core Clientele:**

- Clients from FMCG Sector.
- Clients from Banking Sector.
- Clients from Textile Sector (Retails and Manufacturing both).
- Clients from Metal & Fabrication Sector (Retails and Manufacturing both).
- Clients from Service sectors like Man Power Agencies, Medical and Construction etc.
- Clients from retail sectors like Mobile, Stationery, Paper, Automobiles.

### ❖ **Computer Qualification and Skills:**

- Completed 100 Hours of Computer Training conducted by ICAI Ahmedabad Branch.
- Good Knowledge of M.S.Office & Internet.
- Good Knowledge of Tally (all versions).

### ❖ **Extracurricular Activities:**

- Completed 7 days Orientation Training at IPCC Level conducted by ICAI Ahmedabad Branch.
- Completed 15 days General Management and Communication Skill Program at C.A. Final Level conducted by ICAI Ahmedabad Branch.
- Attended C.A. Students Convention held by ICAI Ahmedabad Branch.

### ❖ **Personal Details:**

Name	:	Smit Mukeshbhai Patel
Date of Birth	:	29 <sup>th</sup> December, 1992
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	Gujarati, Hindi & English.
Hobbies	:	Traveling, Reading.

Smit M. Patel