

Curriculum Vitae

Name : CHETAN PATEL

Father's Name : Shri Babarbhahi Patel

Birth-Date : 17th July, 1976.

Marital Status : Married

Present Address : 202,Kamleswer Compalex
Opp. Swaminarayan Tample, Bopal,
Ahmedabad – 380 058.

Telephone No. : (MB) 9979909412,
Email : chetanpatel833@gmail.com

Nationality : Indian

Language Known : Hindi, Gujarati, English

Educational Qualifications:

Examination	Board / University	Subject	Year of Passing	Class
S.S.C.	G.S.E.B.	-	1991	2nd
H.S.C.	G.S.E.B.	Accounts	1993	2nd
B.COM	Gujarat University	Adv. A/C.	1996	2nd

Experience:

Company Name	Period	Designation	Reason For Leaving
Elbee Services Ltd	01 April, 1999 To 31 Oct, 2002	A/c. Supervisor	For Better Prospects
TGB Group (A unit of BBHL)	09 Nov, 2002 To 30 Septl, 2007	A/c Executive	For Better prospects
Cambay Spa & Resorts Ltd(Neesa Leisure Pvt Ltd.)	01 sept.2007 To 31 Dec,2010	Sr.A/c Executive	For Better Prospects
Country Inn & Suites By Carlson	03 Jan 2011 To 31 st Jan'012	A/c Executive	For Better Group
Cambay spa & resorts ltd	01 st Feb-12 to 31.03.14.	Sr.A/cExecutive	For Better Opportunity
<u>Gulmohar Greens Golf & country club ltd.(SCPL)</u>	15 th April-2014 to 31 st Jan'17	Sr.A/c Executive	For Better Opportunity

<u>CLUB O7 (SLPL)</u>	6 th Feb-2017 TO Till Date	Sr.A/c Executive	For Better Opportunity
-----------------------	---------------------------------------	------------------	------------------------

Computer Literacy:

I have knowledge of Desktop Applications, F.I.S., Microsoft Office, Tally 5.4 & 7.2, Erp-9 and Ids.

Work Profile:

Club O7

- Daily sales report maintaining of 160 Room, Banquets And 5th Restaurant.
- Daily Room Bills, Banquets Bills Check,
- Daily Btc Bill Sent to Party,
- Debtors control and collection follow-up.
- Tds of 26as maintain.

Gulmohar Greens Golf and Country club ltd.)

- Daily purchase and exp authorized
- Daily cash payment authorized.
- Daily sales report maintaining
- Vat, Luxury tax , Service Tax Calculation Work & clear payment online.
- Debtors control.
- Creditors Control.
- Monthly P & L Report.

CAMBAY SPA & RESORTS LTD.

- Sales posting of Cambay Grand
- vat, luxury tax , service tax calculation work.
- Debtors control.
- provisional entry.
- Credit card reconciliation.

COUNTRY INN & SUITES BY CARLSON

-
- Debtors & Creditors control.
- provisional entry.
- Monthly P & L Reports.
- E-Tds, vat, luxury tax , service tax work.

CAMBAY SPA & RESORTS LTD (Ghandhinagar) :-

- Bank reconciliation and credit card payment reconciliation.
- Handling inter branch transaction.
- Debtors and Creditors control.
- Monthly mis Report.
- provisional entry.
- Monthly P & L Reports.

TGB Group:

- Handling Accounting of TGB Group

Units: - TGB Restaurant & Food Court
TGB Resorts Karnavati

- Handling Sales tax & E-tds Matters of Mentioned Units.
- Handling Inter branches Transactions.
- To Look after on Costing of Unit & Cash Flow.
- Handling working of Luxury Tax & vat
- Bank Reconciliation

Elbee Service Ltd.:

- Updating of vouchers in FIS system.
- Keeping & verify day bankbook and cash flow statement.
- Collection & maintain debtors outstanding records.

Yours Faithfully,

(CHETAN PATEL)