

**AMISH M. PATEL**

Date of Birth: 17/12/1983

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**Objective:** Dedicate my career in the field of commerce and corporate sector with my best effort and output to archive may as well as company / firm satisfactory growth.

**Qualification:** Commerce Graduate  
Tally Programming

<b>Detail of Education</b>
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Examination	Board/Uni./institute	Year of Passing	Percentage (%)
S.S.C.	G.S.E.B.	March 1999	49
H.S.C.	G.S.E.B.	March 2001	59
B. Com.	Gujarat university	APRIL 2004	60
Tally Programming	CDAC COMPUTERCENTER	APRIL 2001	A + Grade.

<b>Knowledge of computer</b>
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- Basic knowledge of Internet
- Basic Computer (MS office)
- Tally Programming
- ERP Programming & Safe Programming
- Kardex Operating System

## Job Profile

### OMKAR TEXTILE

**Post: Store In charge (Safe Programming)**

**Exp: 3 Month (01/8/2001 TO 25/11/2001)**

### GITA STEEL FURNITURE

**Post: - Purchase Officer & Store In charge  
(ERP Programming)**

**Exp: - 11 Year (01/12/2001 TO 31/04/2012)**

### PRASHANT GAMATEX PVT.LTD.

**Post: Store In charge (ERP Programming) (Kardex Operating System)**

**Exp: 4 Year (01/05/2012 TO 10/05/2016)**

I had done below activities in my present job.

- Maintain all record of stock transactions in software along with Bin Card on daily basis.
- Tracking the record of expiry Item & Discarded items send to concerned Dept. on monthly basis.
- Maintain the stock as per FIFO - First in First Out system.
- Make the requirement or Indent of material month wise and send to all concerned department for ordering.
- Physical inventory of all the items on weekly and monthly basis.
- Preparation of Weekly & Monthly Costing Report / Stock Consumption report.
- Preparation of duty roaster weekly /fortnight basis.
- Maintain the record of Unit Lost & Found items.
- Responsible for all Store Movement & activities.
- I had taken material against our purchase order in store dept. there after Send material for inspection Dept.
- I had made all-type gate pass for resource material to outside.  
(Returnable/Non- returnable/Repairing/Loan/General/Rejection/Process Issue/Process Receipt/Material In & Outward/Shortage List/Annexure-II)
- I also take physically Stock for audit in store dept. (Component/Raw material)
- I can do all the entries in computer like Inward/Issue/Rejection/stock transfers
- I had done manually entry in register for bill passing.

### MAMATA MACHINERY PRIVATE LIMITED (Current Job)

**Post: SR. Account Officer (ERP Programming) (Tally Programming)**

**Exp: Current Job (01/07/2016)**

- Basic Entries like Payment, Receipt, JV, Bank, and Cash etc.
- Preparation of Daily/Monthly Bank Reconciliation.
- Handling of Petty Cash.
- Expense entries, Purchase, BASIC TDS & GST Knowledge
- GSTR 2-B reconciliation every month with system
- Sales Invoices Prepares in system

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