

Bhargav K. Patel

B-2/16 PARAGI APPARTMENT,
NR. PRAJAPATI GARDEN,
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OBJECTIVE

To join an organization, this will bring out the best of my capability and attitude. There by resulting a long-time relationship, hardworking and giving satisfactory result as per requirement.

EXPERIENCE:

Hiren M Patel (Accounts & Tax Consultant)

From June, 2008 to July, 2013

- Preparing and verifying voucher entries.
- Checking voucher entries of the companies with their ledger entries.
Verifying sales and purchase entries.
Verifying bank statements.
- Preparing ledger, trial balance, profit and loss account.

TULSI DYE CHEM PVT LTD.

From August. 2013 to Present

Accountant

- All accounting entries of sales, Purchase, Credit Note, Debit Note, cash, Bank J.V. etc.
- Prepare Bank reconciliation
- Prepared TDS & TCS Working & Challan
- Managed financial departments with responsibility for Accounts Payable and Receivable.
- Ensured compliance with accounting deadlines.
- Prepare file for Income Tax GST assessment/ scrutiny etc.
- Coordinate with Internal Auditor & Statutory Auditor
- Short out issues and updates related to accounting software (**SAP Base Software Excel Innovation**)
i.e., various reports, entry level issue, changes as per income tax & GST etc.

EDUCATIONAL QUALIFICATION:

2008	B.com	PASS	Gujarat University.
2004	H.S.C	PASS	Gujarat Board

COMPUTOR KNOWLEDGE:

- M. S. Office, Tally ERP 9.0, Excel ERP Accounting Software
- D.T.P. Knowledge (Corel Draw, PageMaker, Photoshop),

LANGUAGES KNOWN: Gujarati, Hindi & English

DATE OF BIRTH: 21st April 1987

MARITAL STATUS: Married

Here I declare that all the above given information is true as per my knowledge.

Thanking you,
Yours faithfully,
BHARGAV PATEL