# **Arun Patni *(B. Com)***

**Mobile: +91 6357368165,7383626399**

**Email :** [**arunpatni714@gmail.com**](mailto:arunpatni714@gmail.com)

**CAREER OBJECTIVE**

To pursue a dynamic and challenging career with an organization of Repute, that gives value addition to the organization as well as offers opportunity to enhance my skills.

**Academic Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.R. No.** | **Exam** | **Board / University** | **Passing year** | **Percentage** |
| 1 | S.S.C. | G.S.E.B. | 2012 | 61% |
| 2 | H.S.C. | G.H.S.E.B. | 2014 | 88% |
| 3 | T.Y.B.COM | GUJ.UNI | 2019 | 60% |

**WORK EXPERIENCE**

1. **KPSJ & ASSOCIATES LLP**

From Nov-2016 to Dec-2017

Handled below activities: -

* Work in Account department.
* Also work in project and finance department.

1. **K M Chhabra & Co. (Serving to Vodafone Idea Shared Service Ltd.)**

**Work in PTP [ Procure to Pay] Department from Dec’2017 to Jan’20 Handling below**

**Activities :-**

* Handling day to day queries of Clients and Vendor
* Daily Book keeping entry & Cost Accounting of Expenses
* Rent & Other Expenses Accounting process through Invoice
* To work on statement tracker, tracking on invoice reconciliation of vendor and statement of accounts
* Vendor payment processing & Vendor details updating in system

**Also Work in RTR [ Record to Report] Department From Feb’20 to till Date Handling Below**

**Activities:-**

* Design & develop Monthly, Quarterly & Yearly Cost sheet as per Audit Requirement
* Managing Internal Audit for Accounts Payables & Receivable related queries
* Variance Analysis report for Corporate Reporting with specific Reason & Justification in Every Month Closure
* Preparing P&L sheet for Cost analysis & review with Finance Head
* Reconciliation of Accounts Payable, Vendor & Bank Reconciliation, Petty cash Management
* Monthly book closure via provisioning activity.

**COMPUTER SKILL SET :**

* Microsoft Office : Working knowledge of MS-Word & MS-Excel
* SAP FI Module, Vendor Ledger & GL Reconciliation, Vendor Invoice processing
* MS Excel with formulas –V-lookup, Sum-ifs, Data Pivot tables Conditional Formatting, Data Validation etc.
* Working Knowledge of Accounting Software’s

**PERSONAL INFORMATION**

Date of Birth            :   13.03.1997

Father’s Name         :   Rameshbhai C. Patni

Languages Known : English, Hindi and Gujarati

Marital Status : Married

Gender : Male

Nationality : Indian

Strengths : To stay calm and composed in any situation

Address : 48,Kanku Mani chawl Keshavnagar

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Subhashbridge Ahmedabad-380027

Date: -

Place: - Arun Patni