# CURRICULUM VIATE

Manisha B Patel

C2/101, **E-mail ID**: [manishapatel1805@gmail.com](mailto:manishapatel1805@gmail.com)

Shrifal appartment., **Contact No.:- (+91)8238420692**

Nr.Apexa avenu,

B/H Shukan gold,

Vandematram icon,

New S.G. Road,GOTA,

Ahmedabad,382481

Gujarat.

**Carrier Objective**

To become a successful professional in the field of commerce and to work in an innovative and competitive world willing to work as a key player in challenge and creative environment.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | Year of **Passing** | **Percentage marks** | **Board** | **Remarks** |
| X std | 2009 | 77.54% | G.S.E.B | Distraction |
| X|| std | 2011 | 72% | G.S.H.S.E.B | Distraction |
| B.com | 2014 | 65.1% | Gujarat University | First class |
| M.com | 2016 | 61% | Gujarat University | First class |

**TECHNICHAL KNOWLEDGE:-**

Operating System :- Window 7/8 & 10 , Tally. ERP

**PROJECT AND PRESENTATION IN M.COM :-**

* I have completed Project in 2016 on **International Business & Banking**.

**Experience**

* I have 1 Year & 9 months Experience as a Account Executive in **KBH POLYMERS PVT.LTD. (** Is a Sister concern company of **Dhara Lifescience Pvt. Ltd.)**

**Role And Responsibility**

* Daily Accounting, Day to Day task , Sales –Purchase entry.
* Accounts Payable Duties
* Accounts Receivables Duties
* Bank Reconciliation
* Enter and upload invoices daily into the software system
* Maintain vendor files
* Cash handling
* Correspond with vendors / location representatives and respond to inquiries
* Reconcile cash receipts to bank account deposits
* Research and resolve invoice discrepancies and issues
* Review posting of payments received
* Post transactions to journals, ledgers and other records
* Close and reconcile the sub-ledger to the general ledger on a monthly basis
* Prepare month-end accruals

**PERSONAL DETAILS**

**Date of Birth:** 18th MAY 1994

**Sex:** Female

**Marital Status:** Single

**Language Known:** English, Hindi, Gujarati

**Contact Address:** C/2 , 101 Shrifal Apartments,

Nr Apexa Avenu,Vandematram icon,Gota,

Ahmedabad, Gujarat.

**Contact No.:** Mobile: 8238420692

**Personal Skills:**Willingness to learn,

Believe in Team Work,

Always ready for hard work,

Ability to develop new skill quickly and effectively,

**DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Place: Ahmadabad**

**Date: Manisha B Patel**