**From: PATEL PARESH K.**

**A/502. Aaradhya Home, Opp. Earth School, Chandkheda Ahmedabad,**

**GUJARAT.**

**M 9724774800**

* **Subject:** An application for the suitable position of an **Accountant.**

**Respected Sir,**

I, hereby represent myself for the above mentioned post in your renowned Organization.

My basic Qualification is **B. Com. (Commerce)** from Gujarat University

.

**I have experience of 16 Year as an Accountant in various organizations.**

My detailed Resume is attached herewith for your kind perusal.

Hope a favorable reply soon from your esteemed organization.

Thanking You,

Yours truly,

**(P.K.PATEL)**

**CURRICULUM VITAE**

**NAME : Paresh Kantilal Patel**

**ADDRESS A/502. Aaradhya Homes, Opp. Earth School,**

**Chandkheda, Ahmedabad, GUJARAT.**

**M: 9724774800, E-mail ID-** [**shrey2706@gmail.com**](mailto:shrey2706@gmail.com)

**BIRTH DATE : 5th  Feb.,1980**

**NATIONALITY : INDIAN**

##### LANGUAGES KNOWN : **G**ujarati, Hindi, English

##### EDUCATIONAL

**QUALIFICATION : Passed B.Com. Examination from Gujarat**

**Univercity with Adv. A/c. & Auditing .**

##### OTHER

**QUALIFICATION : M.S.OFFICE , Tally Software, Also good knowledge**

**of Computer Hardware & networking**

##### EXTRA

**ACTIVITY :🡪 Have Familiar with Modern Communication**

**System Fax,Scan,E-mail & Internet,Web Searching.**

### **COMPUTER PROFECIENCY :**

### MS OFFICE

* **Operating System**

**WIN-’98, WIN’2000, WIN XP, Win -7**

* **Computer /Software Application**

**DATA ENTRY,MS OFFICE-2007(MS WORD,MS EXCEL,POWER POINT,ACCESS)**

* **Have a Knowledge of Fas Packages**

**(FINANACIAL PACKAGES WITH TALLY-all Version)**

* **Browsing the Internet,Web Browsing**
* **Financial Accounting Packages**

**With Winbase Programming & Foxpro Programming**

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**From 01-01-2018 to till date Employee as an Sr.Accountant with**

“SINGHAL INDUSTRIES PVT. LTD.”

#### @ OFFICE:-

**Singhal industries p ltd., b/h ukst group, khatraj kalol road,**

**Kalol, gandhinagar**

**@ Responsibilities*:***

* **Maintainning Office A/c. like Sales,Purchase,Cash Book,Bank Book,Journal Voucher, Import Export entries, Stock Book Entry & Monthly Report to Give A Bank Stock Statement Etc.**
* **Maintainning A/c. Receivable Ledger, Report like Receivable Statements Collection Statements & Purchase Information and Sales.**
* **Preparation of Accounts Related Reports & other Administrative Work.I am Also Prepared Yearly Schedule Reports Related to Balance sheet & Profit & Loss Ledger Scrutiny Have Also Knowledge.**
* **TDS Calculation & payment.**
* **GST Payabel & receivable**
* **Maintain statutory records as per Sales Tax Law, Service Tax Law as well as prepare and file monthly, Quarterly, Annually Forms, Returns with respective department**
* **Responsible for audit of Sales, Purchase, Journal, Cash, Bank, Reconciliation of Bank Book with Bank Balance and other accounting works; maintain accounting records of proprietorship & partnership firm.**

**Career Commencement:**

**May ‘04 - June ‘09 /Hind Prakash International Pvt. Ltd/ EDP Incharge,Acco. Ast.**

**July ’09 – Aug’12 /Ethos HVAC Systems Pvt. Ltd./ Sr. Accountant**

**Sept’ 12 – May ’15 / Siddhidhata Nirman Pvt. Ltd/ Sr. Accountant & purchas e Excutive**

**Jun ’15 – Dec’17 /Gandhi Corporation./ Sr. Accountant**

**( Paresh K. Patel )**