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| **CURRICULUM VIATE** |
| **CURRICULUM VIATE** |
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|  |
| **TEJAS KUMAR G. PATEL** |
|  |
| B-404  WESTERN HEIGHT |
| NR.SERINITY SPACE  OFF SG HIGHWAY |
| GOTA |
| AHMEDABAD |
| MOBILE NO:9979104415 |
|  |
| E-Mail: [dppatel1011@gmail.com](mailto:dppatel1011@gmail.com) |
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| |  | | --- | | **CARRIER OBJECTIVE** | |
| To Work on a Challenging Job Profile Which Provides an opportunity to enhance My Skills and  Knowledge, this Could Provide me an insight into new aspects so that it would be helpful My Carrier |
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| |  | | --- | | **EDUCATION** | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | SR NO: | SCHOOL/COLLAGE | BOARD NAME | YEAR OF PASSING | PERCENTAGE | | 1 | S.S.C | GANDHINAGAR | 2003 | 76 | | 2 | H.S.C | GANDHINAGAR | 2005 | 70 | | 3 | T.Y.B.COM | HEMCHANDRA CHARYA | 2008 | 69 | | 4 | M.COM-1 | HEMCHANDRA CHARYA | 2009 | 55 | |
|  |
| |  | | --- | | **KEY DELIVERABLES** | |
|  |
|  |
| Maintain Day to Day Accounting, Such As Book Keeping, Cash And Bank Transaction |
|  |
| Entered a Purchase-Sales Bill and Expenditure Bill in Tally |
|  |
| Entered SCB –RA Bill In Tally |
|  |
| TDS Deduct From SCB and deposited to Bank |
|  |
| Making a BRS and Purchase Order |
|  |
| Making a E- way Bill For Purchase And Sale Material |
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|  |
|  |
| GST Data Preparing Monthly and Submitted to CA |
|  |
| Knowledge of Making Trading Account, P&L Account, Balance Sheet, Tally, MS office |
|  |
| |  | | --- | | **EXPERIENCE** | |
|  |
| I Have 7 years Experience in **Vishwa Infrastructures And Service Pvt Ltd** as a Officer( Finance) at Ahmedabad |
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| |  | | --- | | **PERSONAL INFORMATION** | |
| Name: Patel Tejas Kumar Gandabhai    DOB: 10-11-1988  Marital Status: Married  Language Known: Gujarati, Hindi, English  Address: Kolavada-Gerita, Ta-Vijapur, Dist- Mehasana  Mobile No: 9979104415  E-Mail id: dppatel1011@gmail.Com |
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|  |
| I , The undersigned Certify That To The best OF my Knowledge And belief, |
| These Data Correctly described my qualifications, my experience and me |
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|  |
| Tejas patel |