**JAGDISH MAHENDRABHAI PATEL**

E-mail : [pateljagdish1985@gmail.com](mailto:pateljagdish1985@gmail.com)

Cell : +91-9510314201

**CAREER OBJECTIVE**

* Hope to be an asset to the company that decides to make me an integral part of them.
* To join a dynamic organization that offers an environment for professional growth and challenging career where in my qualification can be utilized and advanced.
* Taking Challenges and Responsibilities and living up to them has always been my mottos and I wish to do the same after joining the organization by making the optimum use of my Accounting Knowledge and Other skills.

**ACADAMIC & PROFESSIONAL EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board / University** | **College/School** | **Year of Passing** | **Result** |
| PCC (Inter CA) | ICAI | The Institute of Chartered Accountant of India, Ahmedabad | May-2012 | 50.00% |
| M.Com. | Gujarat University | R H Patel Arts & Commerce College, Ahmedabad | Apr-2007 | 55.38% |
| B.Com. | Gujarat University | C U Shah Science & Commerce College, Ahmedabad | Apr-2005 | 62.33% |
| H.S.C. | G.H.S.E.B. | Nutan Higher & Seconday School, Ahmedabad | March-2002 | 67.83% |
| S.S.C. | G.S.E.B. | Gyanjyot Vidhya Vihar, Ahmedabad | March-2000 | 62.14% |

**QUALIFICATION & COMPUTER SKILLS**

* Proficient with the use of Accounting software ‘Tally ERP9’ & SAP Software (ECC5)
* Well acquainted with the use of MS Word, MS Excel and MS Power Point, Internet
* Proficient with the use of Income tax Software “Kitret”

**PROFESSIONAL EXPERIENCE**

Name of Organization : **Vodafone India Services Pvt. Ltd.**, Ahmedabad.

Company Profile : Tele Communication

Brand : Vodafone

Designation : Jr. Executive (O2C)

Duration : Since 23-Sep-2014

Job Profile : **Account Receivable (Revenue Accounting)**

* Preparing Prepaid Revenue & posting JV
* CPOS Reconciliation & Discount & Posting
* Reconciliation of Deposit, adjustment and collection of BSCS with SAP on daily basis
* Inter Company adjustment Preparing & posting
* Deferment working & posting JV
* Debtors reconciliation
* Commission Invoice of Customer validation & posting.

Name of Organization : **Vodafone India Services Pvt. Ltd.**, Ahmedabad.

Company Profile : Tele Communication

Pay Roll : Adecco India Pvt. Ltd.

Brand : Vodafone

Designation : Assistant (O2C)

Duration : 21-May-2013 to 22-Sep-2014

Job Profile : **Account Receivable (Revenue Accounting)**

* Daily Pretups (online Recharge Partner) Reconciliations, Invoicing, remittance booking and clearing of accounts for all circles.
* Preparing Prepaid Revenue & posting JV
* CPOS Reconciliation & Discount & Posting
* Reconciliation of Deposit, adjustment and collection of BSCS with SAP on daily basis
* Inter Company adjustment Preparing & posting
* Commission Invoice of Customer validation & posting.

Name of Organization : **Mohak Stone Craft Pvt. Ltd.**, Ahmedabad.

Company Profile : Construction

Designation : Account Executive

Duration : 10-Dec-2011 to 30-April-2013

Job Profile : Accounting

Working on accounting, book keeping and reporting activities

Taxation Work like TDS, VAT, E-payment of tax and Preparing Return of Income.

Preparing Final Billing Report for the Contractor Payment for the work of Labour of various site.

Routine accounting which includes making entries for sales, purchases, cash, bank, expenses, reconciliation, C form issuance against OGS Purchase etc.

Finalization of accounts which includes periodic adjustments such as depreciation, accruals, prepayments, provisions etc.

Name of Organization : **Khanik Jatin & Associates,** Ahmedabad

Company Profile : Chartered Accountant Firm

Designation : Article

Duration : Sep-2007 to March-2011

Job Profile : Audit of Accounts including preparation and finalization of

Accounts of various enterprises.

**PERSONAL DETAILS**

Name : Jagdish Mahendrabhai Patel

Address : 125-A, Rajiv Nagar Society---4,

Opp. Ratna Plaza Flat, Chandlodia,

Ahmedabad-382481 [Gujarat]

Date of Birth : 26th July, 1985

Gender : Male

Languages Known : English, Hindi, and Gujarati

Mother Tongue : Gujarati

Nationality : Indian

Areas of Interest : Playing Cricket

Marital Status : Married