**CURRICULAM VITAE**

**Monika Patel**

Ph. No.: (M) +9925250753

Email-Id.: monicapatel147@gmail.com

**CAREER OBJECTIVE :**

To work in a creative & challenging environment with diligence, where my formal education & knowledge will always be utilized in different areas of my interest.

**EDUCATIONAL QUALIFICATIONS :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Class** | **Passing Year** | **University / Board** |
| B.Com. | Pass class | 2005 | Gujarat |
| H.S.C. | First class | 2001 | G.S.H.E.B |
| S.S.C. | Second class | 1999 | G.S.E.B |

**AREA OF INTEREST :**

* Accounts & Finance

**WORKEXPERIENCE :**

Organization: Aegis India limited. (Essar Group)

Designation: Senior Process Associate

Period: 9th October, 2014 to October 25, 2015.

ocation : Ahmadabad

***Job Responsibilities:***

* CMR-Cash Management Reconcilation,BRS-Bank Reconciliation statement of

Pantaloons Fashion Retail India Limited

* Monitor aging reports and trends
* Responsible for all rectification entries to be passed in SAP
* Responsible for periodic MIS preparation
* Working in S.A.P Software

Organization : A.B. Metal and Alloys

Designation : Accountant

Period : September 2013 to 8th October 2014

***Job Responsibilities:***

* Working in Tally ERP 9 Software
* Handling the Cash Transaction
* Handling the income & Expenses of office
* Bank Reconciliation
* Purchase & Sales bill Entries
* Operate Easy Accounting System

Organization : Shanti Juniors Preschool (Chiripal Group)

Designation : Account Executive

Period : December 2012 to 31st August 2013

***Job Responsibilities:***

* Working in Tally ERP 9 Software
* Handling the Cash Transaction
* Handling the income & Expenses of office
* Bank Reconciliation
* Receipt & Payment Entry
* Handling the Royalty income entry

Organization: Future Knowledge Services (Future Group)

Designation: Associate Business Service

Period: 9th November,2009 to 3rd March, 2012

Location : Ahmedabad

***Job Responsibilities:***

Handle Accounts Receivables CMR & BRS rectification entries

* CMR-Cash Management Reconcilation,BRS-Bank Reconcilation statement of Future Group.
* Monitor aging reports and trends
* Responsible for all rectification entries to be passed in SAP
* Responsible for periodic MIS preparation
* Working in S.A.P Software

**OTHER KNOWLEDGE:**

* S.A.P Software
* Internet & Mails
* M.S.Office & Microsoft Excel
* Tally ERP9
* IELTS

**Personal Details:**

Name : Monika suresh Kumar patel

Address : A/ 102 ,OM Residency ,

Nr Aanand Party plot,

New Ranip , Ahmedabad .

D.O.B. : 14.07.1983

Languages Known : English, Gujarati, Hindi

Nationality : Indian