**Dipak Patel**

1204 Sunfield Drive

South Windsor, CT 06074

Cell: (860) 287-4195

Email:[**Dipakp151@gmail.com**](mailto:Dipakp151@gmail.com)

**Experienced accountant- 10+ years of accounting expetise**

**Summary of skills**

**Special:** Ability to adapt quickly to new enviro

nments and teamwork

Excellent written and verbal communication skills in three different languages

Knowledge in the matters of Accounting and Finance

Hardworking, goal-oriented and highly competent

Organizational skills and customer service

**Computer:** Microsoft Office (Excel, and Word)

**experience**

Laz Parking, Hartford, CT **August 2011- Present**

(Part Time)

***Cashier***

* Issue parking tickets
* Collect money
* Deposit cash to supervisor
* Prepare shift report

Days Inn, Hartford, CT **February 2007- September 2007**

(Contracted)

***Front Desk Agent***

* Managed and registered new guests and assigned rooms
* Provided proper information about services available in the motel.
* Made reservations, guest accounts, receipts and vouchers using computerized and manual systems
* Developed positive guest review
* Handled and expedited customer checkout
* Processed and entered credit card transactions

***Accounting and Financing***

Foxwoods Casino and Resort, Mashantucket, CT **December 2003 – March 2006 *Cage Cashier***

* Processed all cash and check transaction from various sources
* Operated front window and chip redemption section
* Reconciled end of day transactions and reported to Manager
* Worked in all three banks – (Main Bank, Check Bank, and Chip Bank)
* Exhibited patience and courtesy during high volume periods

**Dipak Patel Page 2 of 2**

**Resume**

Ravi Kiran Plastic, India **February 1991- August 2002**

***Accountant***

* Maintained inventory process
* Performed financial calculations such as amount due, interest charges, balances, discounts, etc.
* Calculated cost of material, overhead and other expenses, based on estimates, quotations and price list

***Additional Tasks***

Maintained full Bookkeeping:

* Accounts Payable Accounts Receivable
* Payroll Check written and received
* Journal Entries Cash Flow Statement
* Bank Reconciliation Profit and Loss Statement
* Balance Sheet
* Depreciation Schedule, Prepaid Schedule etc.

**education:**

Asnuntuck Community College 2009-2010 Enfield, CT

Completed Accounting Assistant Certificate Course

Finished following major classes with 4.0 GPA and made the Dean’s List

* Financial Accounting
* Managerial Accounting
* Introductory to Management
* Introductory Microsoft Office Concepts

**Accomplishments:**

Gujarat University: Gujarat, India

* Bachelor of Science with Advance Accounting Major, December 1979

STRIVE:

* Support and Training Results in Valuable Employee

OHSHA:

* Occupational Safety and Health Administration