

CURRICULUM VITAE

SATI MANJI PATEL
Room No.105, Swastik Park CHSL,
Above Central Bank of India,
Kalher, Thane-421302.

Mobile (☎) :+91-9604507252
Email(✉) :satip044@gmail.com

PROFESSIONAL SUMMATION:

Intend to work in an organization having a challenging and creative environment, giving me an opportunity to sharpen my skills and enhance knowledge while contributing actively to the growth of the organization.

PROFESSIONAL SUMMATION:

I. Direct and Indirect Taxation Activities:

- ☐ Perfect data collection for Income Tax assessment / audit process
- ☐ Basic knowledge of TDS Return Filling.
- ☐ Working knowledge of GST and having experience in GST return fillings.
- ☐ Basic knowledge of Income tax.

II. Financial Activities:

- ☐ Sales and Purchase booking and quarterly ledger scrutiny.
- ☐ Handling petty cash & booking cash expenses.
- ☐ Passing bank entries and preparing bank reconciliation.
- ☐ Payment to Vendor & Statutory dues on time
- ☐ Mailing payment details to Vendors on daily basis.
- ☐ All kind of expenses booking.
- ☐ Payment knowledge of Advance Tax, SA Tax and Tax on Regular Assessment etc.
- ☐ Regular Payment collection from customers on time.
- ☐ Preparing Import Documentation, Payment of Foreign currency, Custom Duty & passing necessary entries.
- ☐ Stock valuation & prepare consumption statement.
- ☐ Involving in Finalisation of accounts on monthly basis.
- ☐ Involving in other monthly closing activity.

CAREER CONTOUR:

- Currently employed with “**Milan Sales Corporation**” as a **Executive – Accounts & Taxation**
(April, 2014 to June, 2020)
- Employed with “**Vertex Customer Solution Pvt. Ltd.**” as a **Assistant – Accountant**
(July, 2013 to April, 2014)
- Employed with “**Moongipa Development**” as a **Computer Operator**
(April, 2012 to Oct, 2012)

ACADEMIC QUALIFICATIONS:

Qualification	School/College/University	Passing Year	% Obtain
B.Com	Mumbai University	2013	84%
12 th (H.S.C)	Maharashtra Board	2010	62%
10 th (S.S.C)	Maharashtra Board	2008	66%

OTHER QUALIFICATION:

- ❑ Certified in MS-CIT (IT Literacy Course) Examination conducted by Maharashtra Knowledge Corporation Ltd. during 2010.
- ❑ Advance Accounting & Taxation Course through Institute during 2016 with 1st Class.

IT SKILLS:

- ❑ Experience in Tally ERP (mostly all versions)
- ❑ Well versed with MS Office (Excel, Word and Power-Point) & Internet Applications

BEHAVIORAL CHARACTERISTICS:

- ❑ Friendly and disciplined.
- ❑ Confident and focused.
- ❑ Positive attitude.
- ❑ Contributes to team effort by accomplishing related results as needed.
- ❑ Good at grasping things

PERSONAL DETAILS:

<input type="checkbox"/> Father's Name	:	Mr. Manji Patel
<input type="checkbox"/> Gender	:	Female
<input type="checkbox"/> Nationality	:	Indian
<input type="checkbox"/> Date Of Birth	:	April 04, 1993
<input type="checkbox"/> Marital Status	:	Unmarried
<input type="checkbox"/> Languages Known	:	English, Hindi & Gujarati
<input type="checkbox"/> Hobbies	:	Listening Music

Place: Mumbai

(Sati Patel)

Date: