

CURRICULUM VITAE

Name : Manthankumar Patel

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Work Experience

- SAP Software – FI /MM/ SD
- VAT-Indirect tax
- Supply chain Logistics Experience
- Accounting
- Excel- Vlookup, Pivot Table, Etc

Person Information

Name : ManthanKumar Patel
Father Name : Kantillal L Patel
Date of Birth : 16.04.1989
Gender : Male
Status : Married
Present Address : 3 Kelsall Avenue LS6 1RB
Parment Address : At post barai, Mahyavanshi Falia, Valsad Gujarat 395 145

EDUCATION QUALIFICATION:

- * **Master of Commerce**: - Veer Narmad University Surat 61. 00% in 2011. India – Gujarat
- * **Bachelor of commerce**: - Veer Narmad University Surat 50. 00% in 2009 India Gujarat
- * **HSC** - Gujarat Higher secondary Education Board, Gandhinagar With 61.86% in 2006. India
- * **SSC**- Gujarat Secondary Education Board Gandhinagar with 55.14%% in 2004.Gujarat India

COMPUTER PROFICIENCY:

- Basic
- MS office & MS Outlook
- Tally Prime, Tally 7.2 & 9 ERP
- Quick FA
- ERP Accounting Software
- SAP Accounting Software
(Excel- Vlookup, Pivot Table, Etc)

HOBBIES:

- Reading
- Watching News
- Organizing Activities.

LANGUAGES KNOWN:

- English
- Hindi
- Gujarati

Failure, Success & Achievement

Failure: - I Don't Think I have Failed Any Where but Sometime It Depends upon the Situation of The Work.

Success: - I Have Been Very Successful, That the Above Responsibilities I Can Easily Manage It.

Achievement: - I Have Achieved A Lot of Knowledge. My Achievement Is That I Am Always Happy With My Work.

Target For New Year Additional Work :

I Am Always Ready To Take New Work Because I Want To Learn More Things. I Don't know What Work To Mention But I Am Always Ready To Do The Work what The Organization Gives & I Believe The Organization Will Always Do Good For Me.

All Work Experience company wise

(1) Rathod Management Consultancy LLP

Currently working as an Sr. Consultant in Rathod Management Consultancy LLP-
Vapi since 13th June -2022 to till date.

Profile

- ❖ FAR -Audit work.
- ❖ SCN reply work.
- ❖ ASMT-10 -Scrutiny reply.
- ❖ Monthly GSTR3B/GSTR1.
- ❖ GSTR2B/GSTR2A Reconciliation.
- ❖ VAT/GST Subsidy application prepare and submit.
- ❖ LUT/Inverted Refund Application prepare and filed
- ❖ Annual Audit Prepare and Filed.
- ❖ TDS/TCS Payment and TDS/TCS return Filed.
- ❖ Monthly GST2A Reconciliation.
- ❖ B/Sheet Preparation -Proprietor/Partnership firm.
- ❖ GST registration & Amendment work.
- ❖ GST- E Way/ E Invoice related query resolve
- ❖ All GST related query resolve.

(2) **SHROTRA ENTERPRISES PVT LTD-SARIGAM**

Currently working as an **Accounts/ Supply Chain Manager**- in Shrotra Enterprises Private Limited -Sarigam since 5th July -2021 to 10th- June-2022.

Profile

- ❖ GSTR return – GSTR1-GSTR3B-TDS-ITC-04 Return prepares and filed.
 - ❖ Monthly GST2A Reconciliation.
 - ❖ Monthly Sales & Purchase Register prepare and checked with TrailBalance (Financial statement)
 - ❖ 180 Days GST Reversal working.
 - ❖ Monthly GST payable working.
 - ❖ Monthly reversal working. (Common service, Expired Goods Etc.)
 - ❖ GST- E Way/ E Invoice related query resolve
 - ❖ VAT/GST **Subsidy** application prepare and submit.
 - ❖ LUT Refund Application prepare.
 - ❖ Monthly RCM Payable working.
 - ❖ Annual return prepares and filed.
 - ❖ Annual Audit Prepare and Filed.
 - ❖ TDS/TCS Payment and TDS/TCS return Filed.
 - ❖ PF and PT Payment.
 - ❖ Monthly DP Working and Submit to Bank.
 - ❖ Staff, Director Salary and Contractor Wages check and process.
 - ❖ Vendor Payment- Process.
 - ❖ Monthly provision and prepaid booked.
 - ❖ Monthly MIS- Balance sheet prepare.
 - ❖ Cash Flow Daily/Monthly Update.
 - ❖ Sales invoice –E Invoice-E Way Bill Verify.
 - ❖ All Accounting related Entry Verify & Approved - Tally/ERP.
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- **ERP Implementation on going ***

(3) MERIL LIFE SCIENCES PVT LTD- VAPI

As an **Assistant Manager Accounts & taxation** in Meril Group- Corporate office Chala Vapi, from 10th January -2015 - 30 June-2021

JOB PROFILE: - - 6th Manufacturing and trading company (Indirect taxation- GST/Excise/VAT/Accounting)

GST Job Profile:

- GSTR return – GSTR1-GSTR3B-ISD-TDS-ITC-04 Return prepares and filed-PAN India.
- Monthly GST2A Reconciliation.
- Pan India Assessment /Appeal and GST Miss-Match Compliance
- Annual return prepares and Filed
- Annual Audit Prepare and Filed
- Monthly Sales Register prepare and checked with Trail Balance (Financial statement)
- Monthly Purchase (ITC) prepare and checked with Trail Balance (Financial statement)
- 180 Days GST Reversal working.
- Monthly GST payable working.
- Cross Charge working-
- Monthly reversal working. (Common service, Expired Goods Etc.)
- ICEGATE – Rebate reconciliation.
- GST- E Way/ E Invoice related query resolve
- Monthly RCM Payable working.
- PPT Prepare Monthly.
- GST registration & Amendment work.
- All GST related query resolve.

Excise/VAT/CST Job Profile :

- VAT /CST- Assessment and appeals of old F.Y of PAN India.(Gov. Department)
- Excise /Service tax EA Audit Work.
- Entry Tax.
- Monthly Excise Return-ER-1 (5 Company).
- Excise reconciliation.
- Monthly Sales Tax Return.
- Annual VAT Audit Preparation
- PAN India Pending C & F Form Tracking
- PAN India Vendor reply for C Forms
- Monthly BT & OGS Sales Ratio Working & Daily RG-1

- Accounting Work (Corporate)

Compliance - Finalization of Accounts-Tax audit /Internal Audit/Statutory/Cost Audit
Daily Sales Update, Purchase Order Verify (TAX CODE).GL Posting Check. Credit Note, Debit Note Entry. Adjustment Entry Sales & Purchase. (Ledger Scrutiny)

SAP System Job Profile:

Part of GST Implementation in SAP

- Tax Condition Maintain –MM Module (FV11)
- Tax Condition Maintain – SD Module (VK11)
- HSN Maintain –J1id
- Yearly SAP Number Range Maintain.
- GST – Software Implementation work
- E-way Bill – Software Implementation-SAP
- E-invoice –Software Implementation- SAP
- Credit/Debit note release in SAP.
- All SAP related FI, MM and SD Module Error and Issue resolve.
- New Report Development work-SD, MM and FI.

***New report develop in- SAP January -2021 - GSTR1- Via API through data upload portal.**

(4) PRAKASH STEELAGE LTD –UMBERGAON

As an **Account Executive** in Prakash Steelage Ltd, UMBERGAON, from 20 -July – 2012to 09th January -2015

JOB PROFILE :- (Umbergaon Unit & Silvassa Unit)

- Monthly Sales Tax Return (201A,201B, Purchase Annexure & Sales Annexure)
- Annual Vat Audit Preparation
- C',F', H', I' & E-1 Forms Applications
- Sales Tax Assessment Preparation
- Monthly Entry Tax Working.
- Service Tax GTA, Manpower & WCT (WCT Monthly TDN Certificate)
- Bill Book (Payable & Receivable)
- Expense & Payable Bill Book.
- Monthly VAT & CST Payable Working
- Bank Reco/Cash Reco
- Monthly Creditor Report (Advance account)
- Monthly BT & OGS Sales Ratio Working.
- Balance Sheet related Work

Daily Accounting Work: -

Daily Sales Update, Purchase Order Verify (TAX CODE).GL Posting Check. Credit Note, Debit Note Entry. Adjustment Entry Sales & Purchase. (Ledger Scrutiny)Monthly Accounting Work: -Sales Tax Return, Entry Tax Return, Service Tax Working, WCT Working, Vat & CST PayableWorking, Creditor Ageing Report, Gas, OGS, & BT Reduction Working.

Part of SAP Implementation.

Work in SAP FI Module Use T-Code Transaction Code.

MIRO, F-02, FB50, FB60, FB70, FB65, FB75, FB02,FB03,FTXP,ZSDNUMBER

YPUREGN-Purchase Report, ZVF05C-Sales Report. GR/IR-Pending Report.FBL1N, FBL3N, FBL5N, ME2L, ME23N. FagIIO3.FB08, ZSERTAX, ZMIR5, S_PLO_86000030, FAGLB03, FB03, VF03,VA01.VA02, VA03,

Excise & Stock related T Code Mb51. MB5B, MC.9 .Zvf05n.Yrg1, J1iin J2iun J1iex

(5) THEMIS MEDICARE LTD

Internal Auditor in Themis Medicare ltd, Vapi since 8th Aug 2010 to 18th July-2012. JOB

PROFILE:

- ☐ Inventory Audit Monthly (MIS).
- ☐ Loan License Audit.
- ☐ C & F.
- ☐ Monthly prepare costing file.
- ☐ Bank & Petty Cash Reconciliation.
- ☐ Monthly Sales Tax Return.
- ☐ Annual Vat Audit Preparation.
- ☐ VAT/CST Assessment Preparation and completed Assessment (Department)
- ☐ Purchase Bill Entry.
- ☐ Monthly Budget (Factory Expenses)
- ☐ Monthly Excise Payable working
- ☐ Daily Accounting Work.

Monthly Report: - VAT / CST/TDS Payable -Vendor & Customer Outstanding. MIS Report (Utility -Salary & Wages- Vehicle Exp. Admin Exp. & Other Monthly Expenses)