

Purvi Patel
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Summary:

- Professional experience and educational background in Tax Planning, Accounts Receivable, Accounts Payable, Cash Handling, and Inventory Management.
- Proficient in Microsoft Excel, QuickBooks, PeopleSoft, SAP.
- Basic knowledge of SQL, Java, Web Designing.

Qualifications and Achievements:

- Led the MIS students' team which achieved a gold medal in the Rutgers Business School Olympics event.
- In April 2011 received certificate from IRS and 'Newark Now' for assisting low income clients to file tax returns.
- Two times winner of Scavenger Hunt organized by Deloitte Company at Rutgers University.

Education:

- Rutgers University - Newark, NJ**
(12/2012)
BS in Accounting & Management Information Systems (GPA: 3.51/4.00)
Rutgers University Dean's List: Spring 2012, Fall & Spring 2011.
- London College of Management and Information Technology, UK**
(12/2008)
Certificate in Accounting
- Sardar Patel University, India** (04/2002)
Diploma in Taxation Laws & Practice
- Gujarat University, India** (04/2001)
Bachelor in Commerce/Accounting (GPA: 3.40/4.00)

Experience:

Heroflon USA Corp. (10/2013 - Present)

Accountant - Hillsborough, NJ

- Prepare reports, such as inventory balance, price lists, and shortages
- Assist Accounting Manager with account reconciliations, financial reports, and standard monthly journal entries
- Provide assistance in Accounts Payable, process creditor payments, match invoices to purchase orders, verify goods received (quantity and price), investigate discrepancies, and data input.
- Reconcile daily and monthly bank statements and GL account
- Prepare Financial Statements, which include the Statement of Cash Flows, Profit and Loss, and the Balance Sheet.
- Handle biweekly payroll
- Prepare complex financial and other statements and reports using basic data.
- Handle travel expenses and make sure they are compliant to company policy.

Perfume Paradise, LLC (05/2011-08/2013)

Accountant - Piscataway, NJ

- Handled the accounts payable functions including processing invoices and matching, batching, coding the invoices
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Assisted with month-end close and financial reporting.
- Prepared reports for the tax accountant and assist the Controller.
- Processed daily checks and various credits.

Newark Now/IRS (02/2011 - 04/2011)

Tax Assistant/Tax Preparer - Newark, NJ

- Prepared individual income tax returns for low income clients.
- Reviewed financial records, such as prior tax return forms, income statements, and documentation of expenditures to determine the forms needed to prepare return.
- Developed excellent communication skills which resulted from communicating the various tax options that were available to the organization's clients.
- Prepared the forms 1040, W2, 1099-R, 1099-Misc.

Goldharts Pharmacy, London, UK

(05/2007 - 09/2007)

Sales Consultant

- Delivered excellent customer service by greeting customers and answering customer questions
- Managed inventory and organized products on shelf

Elecon Engineering Company, Anand, India

(01/2004 - 02/2007)

Accounts Assistant

- Assisted accountants in compiling Profit & loss and balance sheets
- Administration duties
- Answered telephones calls and queries
- Managed accounts payable, accounts receivable, and payroll

Posun Bank, Anand, India

(07/2001 - 12/2003)

Bank Clerk

- Processed checks and cash transactions
- Processed loan applications
- Performed cashiering and administrative task

Extracurricular Activities:

- Rutgers Accounting Society: Active Member
- Management Information Systems Association: Active Member
- Languages: English, Hindi, Gujarati.

(09/2010 - 12/2012)

(09/2010 - 12/2012)