

BAKUL PATNI

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Professional Synopsis

- Result-oriented finance professional with over **15 years** of cross-industry experience in varied segments such as Taxation works, Accounting & Finance Management.
- Possess significant leadership experience resulting in better financial performance and enhanced systems for higher performance of the team.

Employment History

DR. LAL PATHLABS LTD - Vadodara (20/08/2012 to Present)

Profile: Accounting & Administration

Designation: Senior Assistant Accountant

Responsibilities Undertaken:

- Monitoring and controlling accounts Payables & Receivables.
- Checking of Invoice, Preparation of GRN, Invoice Verification, Payment to Vendor.
- Raising of Invoice as per Purchase order terms & conditions, entry of collection, preparation of Debtor aging, follow up of collection with project managers.
- MIS reporting to management on daily and monthly Meetings.
- Inventory Management & Control.
- Monitoring and controlling financial transactions and requirement on daily basis.
- Posting & Reconciliation of general Ledger accounts / bank books / cash book etc.
- Monthly Payroll Cover and Payroll Accounting.
- Provide creative alternatives and recommendations to reduce costs and improve financial performance.

Varsha Engineers Pvt Ltd - Ramangamdi (25/07/2010 to 19/08/2012)

Profile: Accounting & Financial Management

Designation: Regional Accountant

Responsibilities Undertaken:

- Accounts Payable & Receivables Management.
- Taxes & its Formalities like VAT, Service Tax, TDS, and Income-Tax etc.
- Liaisoning with statutory authorities for tax audit purpose and clearance certificate.
- Job Work / Sales Invoicing.
- MIS updating and reporting pertaining to sales & purchases.
- Coordination and Documentation for Credit facilities with Banks / Financial Institution.
- Posting & Reconciliation of general Ledger accounts / bank books / cash book etc.
- Purchases and liaisoning with suppliers.
- Attending project meetings at client location pertaining to financial issues of projects.
- Resolving clients query in regards to projects and providing necessary documents as and when required.
- Preparing Bank Reconciliation statement on monthly basis.

ICICI Home Finance Company Ltd - Vadodara (29/01/2008 to 24/07/2010)

Profile: Strategic Administrative Support

Designation: Senior Executive

Responsibilities Undertaken:

- Legal & Technical Appraisal check.
- Supervision of Data Entry Operation.
- Internal Audit of Banking & Disbursement Activity.
- Co-ordinating with Verification Agency & RCU Agency.
- MIS reporting to management on daily and monthly Preparation.
- Login Updating & modifying of Data Capture from Login to Disbursement Stage on APS.
- Check all the Reports and all the Documents before Sign of Credit Manager like ID & Residency Proof, Bank Statement, Income Proof, RPYT & Other Documents.

Royal Cushion Vinyl Products Ltd - Baska (01/06/2006 to 28/01/2008)

Profile: Management Support

Designation: Junior Accountant

Responsibilities Undertaken:

- Quarterly valuation of Closing Stock.
- Maintaining all Records of Proof of Export.
- Physical Stock Verification & its reconciliation.
- Checking & Establishment of Internal Control System as per SOP.
- Entry of Purchase & Sale of Bills & vouchers in Tally, Handling Excise & Custom work.
- Documentation Making like Shipping Bill, Invoice, Packing list, Declaration, Annexure C1 and Bill of Entry etc.
- Co-ordination with Shipping line, Custom House Agent & Freight negotiation and Head Office regarding Export-Import Details.

B. T. Dharamsinh & Company - Vadodara (01/07/2005 to 31/05/2006)

Nature of Job: Trainee

Responsibilities Undertaken:

- General Accounts
- Accounts Payable
- Accounts Receivable
- Monthly Bank reconciliation Statement
- Credit Control and Debtor Ledger Maintenance

Scholastics

- **Master of Business Administration (Finance)** from Indira Gandhi National Open University, Vadodara with Second Class Honors in December 2014
- **Certificate of Computer Training** from The Institute of Cost Accountants of India, Vadodara in March 2015
- **Post Graduate Diploma in Taxation Laws and Practice (Taxation Laws)** from The Maharaja Sayajirao University of Baroda, Vadodara with First Class Honors in August 2012
- **Certificate Course in French Language** from The Maharaja Sayajirao University of Baroda, Vadodara with Pass Class Honors in April 2011

- **Post Graduate Diploma in Banking & Business Finance (Banking & Finance)** from The Maharaja Sayajirao University of Baroda, Vadodara with Pass Class Honors in July 2005
- **Practical Training for Banking & Business Finance** from Bank of Baroda (A Government of India Undertaking), Vadodara in March 2005
- **Certificate Course in Export Import Management** from The Maharaja Sayajirao University of Baroda, Vadodara with First Class Honors in April 2005
- **Bachelor of Commerce (Accounting & Auditing)** from The Maharaja Sayajirao University of Baroda, Vadodara with Pass Class Honors in June 2004
- **Higher Secondary School Certificate (Commerce)** from Gujarat Secondary Education Board, Gandhinagar with Distinction Honors in May 2001
- **Secondary School Certificate (General)** from Gujarat Secondary Education Board, Gandhinagar with Distinction Honors in June 1999

Achievements & Awards

- To achieve all the target and Goal with extraordinary Performance in the Year of 2017-18

Academic Projects

- **Financial Statements Analysis** from Suzlon Energy Ltd. (Summer Training MBA)
- **Deduction of Tax at Source** under the Income Tax Act, 1961
- **Export of Valves** (Export Import Management)

Co Academic Activities

- Participated in “**Living with COVID-19 & It’s Testing Strategies**” at HORIBA Medical India, Vadodara.
- Participated in “**EXPLORE-09**” at Parul Institute of Management, Vadodara.
- Attended seminar on “**SWAPS**” by Prof. Sundar Rangrajan at GRIMS, Vapi.
- Attended movie based learning seminar on the “**Leadership**” – “CHAK DE INDIA” by Prof Aabha Singhvi (faculty) at GRIMS, Vapi.
- Participated in the “**Self Development Program**” organized by Youth Hostel at Dalhousie in Himachal Pradesh.

Technical Skills

- **Proficiency in Microsoft Office Products** (Outlook, Word, Excel, Power Point)
- Advanced Knowledge of **Excel**
- Functional Experience in **Microsoft Dynamic Ax**
- **Knowledge of ERP Accounting Systems** like Tally ERP 9.0, Oracle and SAP

Management



Business Administration
Cost control
HR management
Marketing
Performance management
Project management

Personal



Articulate
Assertive
Delegating
Goal orientated
Inspirational
Team player

Dynamic



Driven & ambitious
Efficient
Highly energetic
Motivated
Productive
Visionary

Smart



Critical thinker
Good decision making
Identifying solutions
Inventive
Research & analysis
Resolving problems

Languages Known

- English (Read, Write & Speak)
- French (Read, Write & Speak)
- Hindi (Read, Write & Speak)
- Gujarati (Read, Write & Speak)

Strengths

- Good Communication Skill
- Efficient in Handling Responsibilities
- Positive Attitude
- Ability to Co-ordinate as well as work in a team

Hobbies

- Outdoor & Indoor Sports
- Listening Music

Personal Dossier

Name : Bakul Shankarlal Patni
Gender : Male
Date of Birth : 23/05/1982
Address : Vadodara (Gujarat), India
Mobile Number : +917990477205
e-mail : bakulpatni@gmail.com
Nationality : Indian

I seek a job in the Account & Finance Department in a Corporate Company where I can use my knowledge of Tally, Axapta and SAP. I wish to contribute towards organizational goals through my technical skills, hard work and creativity.

Place:

Date:

Bakul Patni