

RESUME

Hitesh B Patel

Current Address

379/17,Om flats, New IPCL Road,
Infront of Bhailal Marriage Hall,
Gorwa-390003

Permanent Address

At & Po-Malav,
Ta:Kalol, Dis:Panchmahal,
Malav -389 310
(Gujarat)

Mobile : 9724865971

Email : hiteshpatel94@yahoo.com,hiteshpatel87891217@gmail.com

"Nothing is Impossible B'coz Impossible it Self I + M + POSSIBLE"

PERSONAL DETAIL

Father's Name	:	Shri Bipinbhai C Patel
Date of Birth	:	17/03/1989
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	Gujarati, Hindi, English
Hobbies	:	Traveling, Reading & Cricket

EDUCATIONAL QUALIFICATION

1 I have (B.Com)

COMPUTER LITERACY

I have passed Computer Course at Alma, Halol & Tally Course at Tally Academy.

MODULES COMPLETED

- Computer Basic
 - Windows
 - Microsoft Word, Excel PowerPoint, Internet, E-Commerce
- Advanced Accounts
 - Cash Flow, Funds Flow
 - Ratio Analysis
 - Bank Reconciliation Statement
- Tally (9.3)
 - Accounting Vouchers
 - Inventory Vouchers
 - VAT
 - CST
 - Service Tax Knowledge
- Income tax
 - Different Income Heads
 - Deduction
 - Return Filling
- Central Excise
 - Calculation of Excise Duty
 - Return filling (Online)
- GST
 - GST Return & Working
 - Input Tax Credit Verify online

WORK EXPERIENCE

- I have worked with Vodafone as an account assistant from six months.
- I have worked with Alembic Store, Baroda, as an accountant .
- I have worked with Champion Trading Co, Halol-as an accountant with tally ERP 16 Feb 2009 to 19 Oct-2015.
- I have worked with Shree Hari masala, Halol -as an accountant with prizam ERP 20 Oct 2015 To 17 May 2016
- I have worked with Aikya Chemical Pvt Ltd as an Accountant With tally ERP & Busy software 01 June 2016 To Sept 2017

- I have worked with Ashiana Housing Limited as an Accountant With Tally & ERP software Sep-2017 to July 2018
- I have worked Sayaji Hotels Limited as an Accountant With Tally & IDS software July-2018 to Jan-2020
- I have worked Indira Ivf Hospital Pvt Ltd as an Accountant With Tally, HIS, P2P, ERP Jan-2020 to Jan-2023
- Presently, I am working Revergon Solutions Pvt Ltd as an Accountant With ERP Jan-2023 to Continues

Work Profile:

- Preparing for Sales Tax Return & Check Data Online.
- Maintain for C form Record-(Receivable & Issue able).
- Making for salary Sheet & Distribute Salary.
- Known for Online Banking.
- All Data Entry (Sales, Purchase, Payment ,Receipt, Journal All)
- Handling For Daily Pretty Cash.
- Supplier Payment Planning.
- Ledger Scrutiny of Sundry Creditors & Debtors.
- Maintain of Stock Inventory.
- Excise Calculation & Online Return File.
- Service tax Return payment Process
- GST-Online Return File, GST Working
- GST-Online File_GSTR-1, GST RA, GSTR-3B
- Online Generate E -Way Bill
- TDS Online Return File & Working
- Good Knowledge of Accounting Works & Tally.
- Handling accounting activities as well as banking relationships.
- Responsible for the entire accounting of the unit which includes monitoring of Trade Payables and
- Receivables, Insurance coverage, Cash etc.
- Ensuring statutory compliances -Professional Tax, PF, and ESI in co-ordination with HR team
- Preparation of Fixed Asset Register of the Vadodara Unit & capex controlling.
- Handling and controlling project work for Hotel Renovation.
- Controlling Project Books

- Project Purchase & Payment with Vendor reconciliation.
- Pre- Opening staff salary processing, Reimbursement of travelling expenses, Relocation expenses
- Pre-opening vendor payment process with reconciliation, etc.
- Implemented IDS Software with all the Ledger/Account creations and linking with respective heads.
- Knowledge of Coasting Works also.

STRENGTHS

- Positive outlook/approach
- Team player
- Integrity/honesty

DECLARATION

I hereby declare that above furnished information is correct and true to the best of my knowledge & belief.

Place : Malav.

Date :.

(Patel Hitesh)