

### **CURRICULAM VITTAGE**

NAME :- PRAKASH VINODCHANDRA PATEL

ADDRESS :- 738, VISHAL NAGAR, TARSALI,  
VADODARA-390 009.

CONTECT NO. :- 98243 90665

DATE OF BIRTH :- 19TH MAY 1978

PLACE OF BIRTH :- VADODARA.

MARITIAL STATUS :- MARRIED

RELIGIUNS :- HINDU

HEIGHT :- 5' 6"

WEIGHT :- 70 KG

HOBBY :- READING & TRAVELLING & LISTING OF MUSIC

SR.NO.	EXAM.	BOARD	PASSING YEAR	PERCENTAGE
1	S.S.C	G.S.E.B	1993	50%
2	H.S.C	G.S.H.E.B	1995	50%
3	B. COM	SHOBHIT UNIVERSITY	2014	64%

ADDITIONAL  
QUALIFICATION

:- CERTIFICATE IN BASIC COMPUTER COURSE.  
(M.S. WORD, EXCEL, POWER POINT & DTP  
FROM PRIVATE INSTITUTE)

EXPERIENCE

:-

- I HAVE 3 YEAR'S EXPERIENCE IN PARAG INSTITUTE, ODHAV, G.I.D.C, AS A COMPUTER OPERATOR & OFFICE ASSISTANT.
- I HAVE 5 YEAR'S EXPERIENCE IN M.M. CONSTRUCTION PVT. LTD., FATEHGUNJ AS A COMPUTER OPERATOR & ACCOUNT ASSISTANT (I HAVE EXPERIENCE CERTIFICATE OF THIS FIRM).
- I HAVE 2 YEAR'S EXPERIENCE IN SARJANAM INFRA PVT.LTD. KARELIBAUG VADODARA. AS A ACCOUNT ASSISTANT, (I HAVE EXPERIENCE CERTIFICATE OF THIS FIRM).
- I HAVE 1.5 YEARS EXPERIENCE IN CORAL INFRA, AT VASNA VILLAGE, AS ACCOUNTANT, IN THE YEAR OF 2012.
- I HAVE 8 YEARS EXPERIENCE PRESENTLY NOW I AM WORKING IN SHREYAM GROUP OF COMPANIES AS A ACCT. WITH ADMN. (FROM 01.DEC.2012 TO 31.MAY.2020)
- PRESENTLY NOW I AM WORKING IN AKSHAR GROUP AS A ACCOUNTANT, WITH ADMN. (FROM 01.JUNE.2020 TO TILL DATE)

MY JOB RESPONSIBILITIES IN M.M. CONST. PVT. LTD.

- STORE RETURN ENTRY.
- MATERIAL INDENT ENTRY.
- FIELD WORKING (BANKING RELATED WORK).
- ALL TYPE OF TALLY ENTRY (PURCHASE, JOURNAL VOUCHER, PAYMENT & RECEIPT VOUCHER).
- SUPPLIER & SUB-CONTRACTOR ALL BILL CHECKING (MY MAJOR WORK).
- SUB-CONTRACTOR MEASURE MENT BOOK CHECKING.

- LABOUR DEPARTMENT CARD CHECKING.
- BANK RECONCILIATION AS PER BANK STATEMENT WITH TALLY ENTRY(MY MAJOR WORK).

#### ADDITIONAL RESPONSIBILITIES

- PREPARATION OF ALL TYPE QUOTATION.
- PREPARATION STATEMENT OF OUTSTANDING PAYMENT OF SUPPLIER.
- ALL TYPE OF FILE WORKING OF OFFICE DOCUMENT, SUPPLIER BILL, BANK STATEMENT & OTHER.

#### MY JOB RESPONSIBILITIES IN CORAL INFRA

- SERVICE TAX MAINTAINS MONTHLY/QUARTLY.
- VAT TAX MAINTAINS MONTHLY/QUARTLY.
- TDS MAINTAINS MONTHLY.
- CLIENT PAYMENT DETAIL MAINTAINS.
- BANK MAINTAINS.
- SUPPLIER OUTSTANDING PAYMENT MAINTAINS.

#### MY JOB RESPONSIBILITIES IN SHREYAM GROUP OF COMPANIES

- CUSTOMER ALL PAYMENT DETAIL'S MAINTAIN.
- CUSTOMER RECEIPT WORK OUT.
- PETTY CASH MAINTAIN.
- ALL ADMIN WORK.

#### COMPUTER SKILLS

TALLY 9, TALLY ERP 9.

#### DECLARATION

I HERBY DECLARATION THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF.

DATE:- 20/01/2020

VADODARA

(PRAKASH V. PATEL)