

## Curriculum Vitae

### PATEL JATIN PRAVINBHAI

587, VISHAL NAGAR,  
Opp. Sarad nagar  
Tarsal , vadodara, 390009.  
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### OBJECTIVE

Want to involve myself in a challenging environment offering scope for Growth and Development and an opportunity to apply my learning to effectively contribute towards the achievement of the organizational objective.

### ACADEMICS /Qualification

| Examination | Name of Institution | Year of Passing | Percentage/Grade Obtained |
|-------------|---------------------|-----------------|---------------------------|
| S.S.C       | GSEB                | March-2001      | PASS                      |
| H.S.C       | GHSEB               | March-2003      | 53.45 %                   |
| B.Com       | MS University       | MARCH-2007      | PASS class                |

### COMPUTER SKILL

- Computer Basics  
Microsoft Word ( PowerPoint, Access) Microsoft Excel Internet surfing
- TallyERP9
- SAP HANA PS4 ( FI)

### JOB PROFILE / Designation

- ➤ Sales Data Entry ➤ Purchase Data Entry ➤ Journal Entry
- ➤ TDS Entry ➤ General purchase ➤ Reconciliation for debtor and supplier .
- ➤ E-payment entry ➤ Inward remittance tracking ➤ Inward remittance tracking
- ➤ Exchange fluctuation for foreign currency ➤ Monthly TDS calculation
- ➤ Export submission document ➤ BRC related work ➤ bank reconciliation.
- ➤ Correspondence with Bank for e-BRC ➤ GST return. BS finalization

- ➤ GST Return working ➤ Petty cash.

**Notice period – 30 days**

**PRESENT SALARY – 23,000/- PM TAKE HOME**

#### **EXPERIENCE**

|          | <b>Organization</b>  | <b>Designation</b>                               | <b>Duration</b>                                 |
|----------|--|--|---|
| <b>1</b> | <b>Accord communication pvt ltd ( por)</b>                   | <b>Supervisor</b>                                | <b>1 year</b>                                   |
| <b>2</b> | <b>Mukesh m thakkar ( GIDC makarpura)</b>                    | <b>Account assistant</b>                         | <b>22.12.2015 to 31.01.2017</b>                 |
| <b>3</b> | <b>Care group india ( dabhasha, padra) (current company)</b> | <b>Account &amp; finance (Account EXECUTIVE)</b> | <b>01.02.2017 to till date(current company)</b> |

#### **PERSONAL DETAILS**

**Father Name** : Patel Pravinbhai Sanabhai  
**Date of Birth** : 8<sup>th</sup> July, 1984  
**Gender** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Religion** : Hindu  
**Language known** : English, Hindi & Gujarati  
**Area of Interest** : Internet surfing, Playing Cricket,

#### **DECLARATION**

I do hereby declare that the above information given by me is true to the best of my knowledge and belief.

**Yours Faithfully,**

**( Jatin p patel )**