

Krishna M. Patel

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CAREER OBJECTIVE:

Seeking a leading position in field of Account & Finance, that recognizes and encourages individual contribution by offering genuine career progression. I am 100% sure that my additional knowledge, innovative, continuous improvements, Self Starter, articulate & Methodical with Leadership & problem-solving skills quality will help me to take the company to a higher position in the business market. I have good command on **ERP, TALLY & MS Excel**.

PROFESSIONAL EXPERIENCE:

Mercury Laboratories Ltd.(June'2019- May'2023) Senior Account Executive

PORTFOLIO:

- ☒ Doing Technical Entry & Ensure TDS and RCM are Applied wherever Applicable
 - ☒ Monthly calculation of TDS Preparing Challan & Quarterly Filling TDS Return
 - ☒ Reconciliation Of TDS with Trace copy 26AS
 - ☒ Finalization of books of accounts as per Company's Format with coordination of CFO
 - ☒ Resolving auditor's query with coordination of CFO
 - ☒ Preparation of monthly budgets v/s Actual Expense & Profit & Loss as per Management requirement
 - ☒ Preparation of Monthly, Quarterly, half yearly and annual provision
 - ☒ Preparation of Pre Paid Expense Working & Accounting Entry
 - ☒ Monthly bank Reconciliation, Customer Reconciliation (Receivable Reconciliation) with M+ Software
 - ☒ Preparation of MIS report as per Management requirement
 - ☒ Handling of day-to-day accounting transactions related to payment of expenses, purchase of assets, general accounting functions, creation of specific provisions etc.
 - ☒ Quarterly and half yearly accounts closing and annual report
 - ☒ Ensuring that all fixed assets are properly recorded and classified according to company policies
 - ☒ Calculating depreciation or amortization amounts based on asset type and acquisition date Preparing
 - ☒ 15 CA & CB for Foreign Payment
 - ☒ Preparation of Income Tax annexure for annual Income Tax return
 - ☒ Good Knowledge of GSTR1, GSTR3B, GSTR2A, GSTR2B
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Jay Bhavani Enterprise (Jan' 2019 – May' 2019) Accountant

Jay Ads (May' 2013 – Dec'2018) Accountant

PORTFOLIO:



Daily all Accounting Related work & Book Closing Work

ACADEMIA:

BACHELOR OF COMMERCE (Specialization in Accounts & Financial Mgt.) in 2012
M.S. University, Vadodara

DATE OF BIRTH : 16 Oct 1991

LANGUAGE KNOWN : English, Hindi, Gujarati

