

Curriculum vitae

**B-44/Matrukrupa Society.,
Diwali Pura,
Vadodara- 391107.
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MEGHANA PATEL

Professional Synopsis

- Account Executive / Administration Professional with **11.00 years** of progressive work experience in large size organizations demonstrating expertise in Accounts and administration procedures, computerized accounting systems.

● **OBJECTIVE**

Seeking a challenging job opportunity which will allow me to implement my acquired knowledge and make me work harder towards my aim of carving a niche for myself in this world of accounts.

► **EDUCATIONAL QUALIFICATION**

- Exam : X th
University : GSEB board with 78% (1997)
- Exam : XII th
University : GSEB board with 71%(1999)
- Exam : B.COM. in Accounting & Auditing
University : COMMERCE,
M.S. University of Baroda.(2002)

- Exam : M.COM. in Accounting & Auditing
University : COMMERCE,
Dharmsinh Desai University.(2014)

● **EXPERIENCE**

- ▶ Presently working in **Metatek engineering pvt ltd as a Account Executive From May 2020 to Till Date.**
- ▶ Previous Worked in **Frelite Energy Private Ltd. as a Accounts Executive & Administration From Jan 2019 to April 2020.**
- ▶ Previous Worked in **Doshi Accountants Pvt Ltd . as a Accountant From July 2011 to Nov. 2018.**

Computer & Baanking Awareness:

- Good working knowledge in **Tally ERP (Currently Using Tally Prime), For banking CRM System, Modular System , Online & Offline RTGS NEFT Procedure.**

Work Profile in Accounts :

- **GST :** Knowledge of GST Proceeding such as Return Like GSTR-1, GSTR-2A & 2B , GSTR-3b ,Reverse charge , Gst Accounting, E Way Bill, E- Invoice.
- **TDS:** Section wise tds deduction in tractions,Payment Of Tds on NSDL site , Filling of 24q & 26q , Issue a Form 16A.
- **Payroll :** Generate ECR , upload on EPFO and pay the **PF tax & Esic work , Professional Tax**

Export & Import : Documentation and procedure such as Commercial invoice ,packing list , fumigation certificate , declaration for export, authority letter to cha(for dispatching material from cargo), asses the checklist , LUT certificate, certificate of origin from FGI, Bill of leading, shipping bill ,Marine Insurance. .

Auditing, knowledge of whole accounting & taxation works

- Looking Day to day , Working Capital and Treasury Management, Pf, Esic, Pt ,Payroll work

Accounts Receivable:

- ✓ Booking of **Billing** for Domestic Customer and raising Commercial Invoices to the Customer.
- ✓ Preparation of **Monthly Customer Outstanding** and providing Statement of Account to the Customers for reconciliation of their total outstanding.

► COMPUTER SKILLS & ACCOUNTING SKILL

- MS-Office, MS-Excel, Word, Power point, Gujarati Typing ETC.
- Knowledge of accounting software like tally.
- **Expected Joining: As soon as earlier**

► LANGUAGE KNOWN

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

► PERSONAL INFORMAITON

- Birth date : 24.10.1981
- Nationality : Indian
- Marital Status : Married
- Physical status : Height-5'8, Weight-65 kg
- STRENGTH : Dynamic, Sense of Responsibility, Result oriented & Optimistic.
- MOBILITY : Can work at any place.
- Place : Baroda

(Yours faithfully)
Meghana Patel