

Curriculum-vitae

NARENDRA KUMAR PATEL

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CAREER OBJECTIVE

To work in an organization that is progressive, of challenging opportunities and bring so the best in an individual, so as to gain exposure in various areas preparing my self for at managerial position in the future.

ACADEMICS

Professional

| Examination | Year | Institution | Performance |
|-------------|------|-------------|-------------|
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| C.A.IPCC | 2013 | ICAI | 51.14% |

Qualifications

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|------------------------|------|-------------------------------|--------|
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| B.B.A. | 2010 | Barkatula University bhopal | 71.09% |
| HSC(12 th) | 2007 | Madhaya Pradesh board, Bhopal | 73.50% |
| SSC(10 th) | 2005 | Madhaya Pradesh board, Bhopal | 69.50% |

PRE QUALIFICATION EXPERIENCE

Article Assistant under MANISH GHARIA & Co. Chartered Accountants Ujjain for a period of 3.years(Feb.2014to–Feb.2017)

Exposed to:

- 1.Accounts: Finalization of accounts of Individuals and partnership firms in accordance with Accounting Standard sissued by ICAI
- 2.DirectTaxation.
- 3.Audits: Exposure to various kinds of audit including,statutory and Tax audits of private companies,

firms.

4. Monthly Balance Sheet and Planning for Subsequent month of the Years

5. Online GST, Advance Tax and TDS Payment And Return Debtors and Creditors Controlling

***My key take aways from above:*

1. Income Tax

- Able to conduct Tax Audit u/s 44 AB of Income Tax.*
- Online filing of Return.*
- Computation of Income & Filing of Return of Income.*

Practical trainings

- Have attended workshop organized by Bhopal Branch of CIRC of ICAI on general management & communication skills (GMCS).*
- Participation Information Training Programmed of 100 Hours Organized by ICAI.*

COMPUTER LITERACY

- Conversant in MS Office & Exposure to Accounting Package viz. Tally 7.2, Tally ERP 9*
- Completed Diploma of Computer Application.*

HOBBIES

Listening Music, Reading Newspaper, Playing cricket.

PERSONAL TRAITS

Innovative, Problem Solving Skills, Self Confidence, Team Work, Flexible, Punctual.

PERSONAL PROFILE:

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|---------------------------|---|
| <i>Name</i> | <i>Narendra kumar patel</i> |
| <i>Father's Name</i> | <i>Mr. Ram Sharan Patel</i> |
| <i>Date of Birth</i> | <i>05 July 1989</i> |
| <i>Gender</i> | <i>Male</i> |
| <i>Marital Status</i> | <i>Unmarried</i> |
| <i>Languages Known</i> | <i>Hindi, English</i> |
| <i>Permanent Address</i> | <i>Vill post kuspari tehsil churhat</i> |
| <i>Contact no. (Res.)</i> | <i>9826013973</i> |
| <i>Place</i> | <i>Bhopal</i> |

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