

Patel Sahista

Bb2 6nl

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Experience

- Tasnim & associate** 1/7/2023 - 2/12/2023
Accountant
 - Adept at utilising accounting software and maintaining accurate financial document action.
 - reconciled bank accounts and general ledger accounts on a monthly.
 - Defining invoicing data types and maintaining databases. Investigating slow approvals. Managing client requests and queries.
 - Serve as backup for receptionist; answer client calls from main multiline telephone system.
 - processing supplier invoice onto the ledgers.
 - daily inputing of banks statement, sales & purchase invoice to the finance system
 - Filings archiving & photocopying of invoice statements and correspondence.
 - Logging, Investigating and resolving supplier invoices under query.
 - Receive that all documents to the suppliers.
 - reconciliation of sales, purchase , receipt , payment, contra, credit note, debit note, stock journal,sales order, purchase order etc ledgers accounts with creating a ledger.
- Student teacher** October 2019 - December 2020
 - Taught 5th grade, 6th grade and 7th grade students with math's, science.
 - Responsible for checking deadlines for own work and re-prioritising workload accordingly.
 - Assisted with lesson plans and aligning plans with structured goals to improve student performance. Encouraged pupils to collaborate on wall murals, encourage creativity.
 - Created interesting and vibrant displays to encourage a positive learning environment.
 - Manage a busy workload and meet deadlines, seeking support as required when faced with conflicting priorities.
 - Established and maintained safe learning and playing environments for all children.
 - Promoted language development skills through reading and storytelling.

Education

- Maulana azad memorial higher secondary school, sitpon** 2019
Commerce
9.26% GSEB
- Veer narmad south gujrat university, surat** 2023
Accountanting
5.43 % CGPA

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|---|------|
| <ul style="list-style-type: none"> • Rashtriya saksharta mission sanstha's
Computer course in tally primer with gst (CCTG)
A | 2023 |
| <ul style="list-style-type: none"> • PMKVY
Customer Care Executive -(Telecom Calls Centre) (QP No:TEL/Q0100)
B | 2019 |

Skills

- **Team work** Excellent team player with capacity to contribute and work as a part of a team to accomplish a shared objective. Working on several group projects has proven that I am a good leader but also a strong team player with effective interpersonal skills
- **Communication and Presentation** Good communication skills developed by delivering lectures or project and Presentation in front of Students and audience and meeting people from new cultures and interacting with them.
- **Planing and organisation** Planning and organisation skills developed by organising events and workshops in the university and actively participating in many student societies during my time at university.
- **INTERESTS** •Socialising with friends and family, playing football's. •To visit a new country and talking with people from different countries. •drawing • creativity exp, west of best •menhdi •cooking.

Reference

- **Available on Request -**