

# **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

• **Rashtriya saksharta mission sanstha's**  
Computer course in tally primer with gst ( CCTG)  
A

2023

• **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 -