

Curriculum Vitae

Mr. Rakesh Patel

CAREER OBJECTIVES

To seek career of responsibility and duty build by diligence and hard work.
To be a part of reputed organization, which provides steady career growth along with job Satisfaction and challenge , so my skills are effectively utilized to improve operation and Contribution in organization.

WORK EXPERIENCE

Bank

The surendranagar people”s co-op bank ltd
Head Office , Surendranagar

Duration :
January-1992 to 2009

Job Title: Clerk Cum Cashier

Work Description :

- SB & CURRENT DEPARTMENT
- LOAN AND ADVANCES DEPARTMENT
- CASH DEPARTMENT
- FD DEPARTMENT
- CLEARING DEPARTMENT
- BRANCH HANDLE
- HAVING 17 YEARS OF EXPERIENCE IN THE FIELD OF BANKING.
- PROVIDING SOLUTION TO THE CUSTOMER”S PROBLEM.
- PROVIDING BANKING SOLUTIONS TO THE RISING NEEDS OF THE CUSTOMERS.

COMPANY:

Rachna air components pvt ltd
Paldi, Ahmedabad

Duration :
2011 to 2015

Job Title : Assistant Accountant

Work Description :

- Maintain data entries like Sales , Purchase, Bank, Cash and Journal Vouchers in Tally for Various types of firm and individual accounts.

- Keep manual bank book with bank reconciliation for different kind of company & firm.
- Maintain monthly and quarterly sales tax return and TDS return .
- Prepare income tax return & balance sheets, with the guidance of senior.
- Maintain all ledgers in tally and checking for all books accounts.

COMPANY:

KB ASSOCIATES (Exporter of Machineries)
Gota, Ahmedabad

Duration :
2016 to continue till today

Job Title : Accountant

Work Description :

- Enter posting of Purchase , Sales, Payment, Receipt Collection & Journal Voucher.
- Day to day bank transactions ,Reconciliation of Bank Statement at the end of the month.
- Sales & Purchase total reconciliation of accounts calculating of GST.
- **Preparing of GSTR-1, GSTR-2 , GSTR-3B etc.**
- **Calculate of TDS and online Payment of TDS.**
- Making monthly TDS Statement, preparing TDS Return and filling through consultant.
- Making Debit note, Credit note & make various reports like monthly Stock report for Bank.
- **Making monthly Salary Sheet** (office Staff and Factory Staff) and also make **PF, ESIC returns** with guidance of consultant and **online payment of PF, ESIC.**
- **Preparing of Export Invoice and all other Documents related with export and dispatching** which submit to bank and Abroad party and **Preparing of Import Documents.**
- Finalization of Account.

PERSONAL

- **Full Name** :- RAKESH CHANDULAL PATEL
- **Address** :- A/19 Sunshine Tenaments ,
 OPP-Gayanda Girls School, K.K.Nagar,
 Ghatlodiya, Ahmedabad- 380061
- **Marital Status** :- Married
- **D. O. B** :- 26TH May 1969
- **Language Known** :- Gujarati, Hindi, English
- **Mobile No** :- + 91 87349 96253
- **Email Address** :- rakin1.patel@gmail.com

EDUCATIONAL QUALIFICATION

- 1986 : H.S.C from Saurashtra University with first class
- 1989 : B.Com from Saurashtra University with first class
 (Sub- Advance accountancy and taxation)

COMPUTER KNOWLEDGE

- Basic Computer Knowledge
- Microsoft Office
- Good knowledge of Tally accounting system.
- Knowledge of internet

DECLARATION

I hereby declare that the above mention information is true to the best of my knowledge and Belief. If I will be given opportunity to work with your esteemed firm I will try my level best to satisfy you with my sincere efforts.

Current Salary – Rs-30000 /-

Expected Salary – Rs-36000 /-

Yours Faithfully

(Rakesh C Patel)