**SURAJ SHALIK PATIL**

Contact No: 08082188229

Email Id:- [surajp604@gmail.com](mailto:surajp604@gmail.com)

**Present Address:-**

Room no. 303, Koraba Mithagar, Mahathma Phule Wadi, B.A.D. Road, Wadala East, Mumbai:- 400037.

**CAREER OBJECTIVE**

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh to grow while fulfilling organizational goals.

**BASIC ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year** | **Percentage** |
| B.COM | M.D. COLLEGE, PAREL | 2015 | 57% |
| High School | M.D. COLLEGE, PAREL | 2012 | 54% |
| Intermediate | SHISHUVIHAR MADHYAMIK VIDYA MANDIR, DADAR | 2010 | 60% |

**INDUSTRIAL EXP :**

* **CURRENTLY WORKING WITH GEMINI POWER HYDRAULICS PVT. LTD. FROM 1St JULY 2019**
* **GST Reconciliation with GSTR2**
* **Preparing & Uploading ‘C’ Form & follow up for forms**
* **Ledger Confirmation (J1 Revise)**
* **Preparing Bills & follow up for payments.**
* **Preparing & Uploading Professional Tax Return & Assessment**
* **Assessment**
* **DEEPAK BAPAT & ASSOCIATES AS TAX ASSISTANCE FROM 22nd OCT 2018 TO 30Th JUNE 2019**
* **Job Description :**
* **Preparing & Uploading GST Returns (GSTR3B/GSTR1/Refund Application/ Reconciliation with GSTR2)**
* **GST Registration**
* **Accounting Entries in Tally**
* **Preparing & Uploading Professional Tax Return & Assessment**
* **Preparing & Uploading ‘C’ Form/ ‘F’ Form/ ‘H’ Form / ‘I’ Form**
* **Preparing & Uploading VAT Return / VAT Audit**
* **Ledger Confirmation (J1 Revise)**
* **Assessments**
* **R.SHAH & ASSOCIATES IN GST DEPARTMENT FROM 2nd JUNE 2017 to 18ThOct 2018**
* **Job Description :**
* **Preparing & Uploading GST Returns (GSTR3B/GSTR1/Refund Application/ Reconciliation with GSTR2)**
* **GST Registration**
* **Accounting Entries in Tally**
* **Preparing & Uploading Professional Tax Return**
* **Preparing & Uploading VAT Returns / VAT Audit**
* **Preparing & Uploading ‘C’ For/ ‘F’ Form/ ‘H’ Form / ‘I’ Form Application**
* **Assessments**
* **S.K. PATODIA & ASSOCIATE FROM 2st OCTOBER 2015 TO 10th October 2016**
* **Designation**  **:- AUDITOR**
* **CLIENT PLACE :- 1) INTERNAL AUDIT IN RAYMOND**

**2) STOCK AUDIT IN E LAND APPAREL**

**3) PAYROLL AUDIT IN IDBI BANK**

**IT PROFICIENCY**

* Microsoft Office
* Microsoft Excel
* Power Point
* Tally

**INTERPERSONAL SKILL**

* + Ability to rapidly build relationship and set up trust.
  + Confident and Determined
  + Active listener
  + Quick learner

**PERSONAL DETAILS**

* **Father’s Name** **:- MR. SHALIK PUNDALIK PATIL**
* **Date of Birth**  **:- 1th OCT 1994**
* **Language Known** **:-** English, Marathi & Hindi
* **Marital Status**  **:-** Single
* **Nationality/Religion** **:-** Indian / Hindu Maratha
* **Interest & Hobbies** **:-** watching T.V, Dancing , Playing cricket

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge**.**

**Place: MUMBAI**   **SURAJ S. PATIL**

**Date:**   **(Signature)**