

RESUME

DIPAK GORAKH PATIL

patildipak4321@gmail.com

Mob. 7387391622 / 9158116581

Current Address – At Post. - Parnera, Dist. - Valsad (Gujrat)

Career Objective

To work with an organization who provides best platform to improve my Skills and Knowledge.

Experience

Company : **IHHR HOSPITALITY PVT. LTD.
HYATT PUNE**

Company Address : Adjacent to Aga Khan Palace,
88, Nagar Road, Kalyani Nagar,
Pune – 411 006

Designation : **Finance Officer**

Work Experience : Oct-2018 to June-2020

Job Description :
1. Recorded Sales & Purchase GST & TDS Invoice
2. Accounts Payable – Vendors Payment, Creditors Payment
3. Account Receivable - Payment Received and Follow-up earlier From Debtors
4. Bank Reconciliation, Debtors & Creditors Reconciliation
5. Recorded Day to Day transaction, Journal Entries
6. Handling Cash (*Day to Day Cash sale of Outlets – Collection and Deposit in Bank, Maintain Data in file*)

Company : **Consulting Engineers Group Ltd.,**

Project : Independent Engineers Services for 4-lanning of **Fagne to Mah-Guj. Border** (Package-3) Section of NH-6

Client : **National Highway Authority of India**

Designation : **Cashier**

Work experience : 1st August 2016 to 29th September 2017.

Job Description :
1. Handling Petty Cash
2. Purchase Invoice Booking in Tally ERP-9
3. Provide Monthly Data of Vehicle Daily Running Book for Payment to HO
4. Use of MS-Office – Word, Excel, Power Point

Additional Course

Completed **Corporate Account Management** Course from Nilaya Education Group, Pune (Oct-2017 to Oct-2018)

Live Projects Learning in Corporate Account Management Course

| Name of Company | Description |
|----------------------------|--|
| Miracle Agency | Trial Balance, Entries, Ledger Creation, Profit & Loss A/c, Balance Sheet |
| Fashion Enterprise | Basic Journal Entries |
| M/s Funny Computers | Journal Entries, GST Report, MIS Report, BRS |
| Green Life Hospital | Payroll, Salary Payment |
| M/s Crown Automation | Bank Reconciliation Statement in Excel |
| M/s Ankur Plastics PVT LTD | GST, TDS, Bill by Bill, Manufacturing Voucher, Accounting of Foreign Exchange, Maintaining Multiple Go-downs |
| Karuna Earthmovers PVT LTD | GST, TDS, Petty Cash Statement, Payroll |

Educational Qualification

| DEGREE | BOARD / UNIVERSITY | YEAR OF PASSING | GRADE/ PERCENTAGE |
|---------------|---------------------------|------------------------|--------------------------|
| M.com | NMU Jalgaon | 2018 | A |
| B.com | NMU Jalgaon | 2016 | A |
| H.S.C | Nasik Board | 2013 | B |
| S.S.C | Nasik Board | 2010 | A |

Computer Course

➤ Ms-CIT

➤ Tally ERP 9

Accounting Skills

➤ Tally ERP 9

➤ GST

➤ TDS

➤ Income Tax

➤ Accounts Payable & Accounts Receivable

➤ Bank Reconciliation Statement

➤ Payroll

➤ Day to Day Transaction Journal Entries

Achievements

Written Quiz Competition 3rd prize (District Level)

Personal Details

Date Of Birth :- 03/08/1994
Sex :- Male
Marital Status :- Unmarried
Hobby :- Listening Songs
Language Know. :- English, Hindi, Marathi
Permanent Address :- 101, Supadu Appa Colony, Subhash Nagar,
Near Ice-Factory Road, Old Dhule,
Dhule, Maharashtra – 424001

Declaration

I hereby declare that the above mentioned information is true as per Best of My Knowledge.

DATE :- / /

PLACE :-

DIPAK GORAKH PATIL