

## **Hirendra Bapubhai Patel**

Birth Date: 27/05/1978

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Residence: Vadodara

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### ▪ **Career Objective:-**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results. To seek a position where my skills can be fully utilized while gaining new experience. work is best for result is best ,

### ▪ **Synopsis:-**

- Understanding and Experience in Statutory Audits, Internal Audits, Bank audits, Tax Audits, Stock Audit of Medium to Listed Limited large size company
- Deal with Indirect and Direct tax department as per the instruction of Superior.
- Active involvement of Accounting projects, TDS and Service tax assignment for the Client Companies.
- Special assignment for preparation of Asset register and Calculation of depreciation as per the New Company Act.
- Financial Accountant is responsible for maintaining daily accounts, filing of direct and indirect tax returns, management reporting, tax payments etc. A number cruncher with a good understanding of Accounting software is a must have skill.

### ▪ **Academia:-**

- MBA with Accounting /Finance specialization from M.K. University only First Year.
- Master of Commerce with accounting specialization from Madurai Kamraji University with II class in Nov 2009.
- Bachelor of Commerce with accounting specialization from MS University with II class in Apr 2004 .
- Ms office with Word excel , Power point, out look From IGNOU New Delhi - in Dec 2001 in with 1 Class
- Web Designing with HTML DHTML Java, from Employment & Training Gandhinagar - In 1<sup>st</sup> class Jan 2001 with
- Tally 6.3 with Account form Moving Computer Vadodara in 1 st class Sep -2004
- H.S.C. exam from G.H.S.E.B. in with 50 %
- S.S.C. exam from G.S.E.B. in with 57.%

### ▪ **Work Experience:-**

- 1.. **Aristo Biotech and life science Pvt. Ltd.**

(At present, I am working with Aristo Biotech and Life Science Pvt Ltd : Manjusar GIDC Vadodara working in Manager Accounts the function doing is placed below)  
(in Under Tally ERP & SAP)

Tenure: March 2011 to Till date.

- Preparation of various MIS data for management. & Individually Accounting on a day to day basis (all types of Bookings in Tally ERP-9 & SAP systems)
- To prepare aging report (Receivables / Payables on monthly basis)
- To attend Internal Audit as well as external Auditors.
- Preparation of Provisional Balance and Financial statements as per the requirements of the managements.
- Submission of monthly stock statements at the bank.
- Handling matters related to statutory aspects like TDS, GST e.t.c
- Handling Project Finance work i.e. assisting in preparation on various data for submission at the bank for taking finance for expansion of the business.
- Assisting in various Government audit related to Excise, Service Tax, and GPCB e.t.c
- Works related Export and Import Documentation and ECGC policy related matters for submission of monthly declaration and other matters related to realization of BRC at the bank.
- Carrying out Internal Audit monthly and quarterly and assisting in Statutory Audits of the company.
- carrying out Physical stock taking as per the requirements.
- Assisting in Stock Audit carried out by the bank.
- To raise sales bills for finished Products to Debtors, Also to raise Debit notes whenever are necessary
- To account raw material m Packing Material, capital item & other miscellaneous item on day to day basis.
- To delar account all the operations & maintain for work done me .
- To job work in all the work done me, prepare the out material Challah daily , in material challah , stock movement maintain daily,
- In addition skil , I have full literacy for computer & I can work in tally as well as latest Accounts Software framed best knowledge by Tally 9.0 . , E.R.P 9 & S.A.P , good knowledge of Internet by using online information portals (Company related sites), basic knowledge in Direct / Indirect Taxes & Laws

▪ **Additional working for done by me functional above are :**

- To dispatch Finish product & to fulfill all Excise/GST formalities are being done by me
- To Stock Transfer Invoice For Inter transfer to our Branches
- To Purchase order after Completing all formalities to procure Purchase material
- To Appearing for regular Assentment proceeding before AAST / Joint,
- To prepare group related reports (Monthly) – Initial training will be given
- Interaction with Internal Audit team
- Interaction with Bank / Tax consultants

## **2. Silica Tools Manufacture & Allied Services Pvt Ltd.**

I was working as an Accountant, Silica Tool Manufacture & Allied Services Pvt. Ltd. Waghoda G.I.C.D Dist : Baroda, for 3 years - from 1.4.2008 to 22.3.2011 & worked in Accounts department

- To account raw material, packing material, capital natured items & other miscellaneous items on day to day basis. To cross verify with security department to ensure that all Goods Receipt vouchers are raised by stores Department.
  - To raise Sale Bills & for finished products to Debtors. Also to raise Debit / Credit notes whenever are necessary
  - To accounts payment received or made to suppliers. Scrutinizes of Debtors Leger & Suppliers Leger are being done on monthly basis.
  - Bank Reconciliation of all our Banks are being done on regularly basis.
  - Monthly working of Sales Tax & payment there of is being done by me. The Sales Tax Assessment is being attended on the intimation from them
  - Calculation of Service Tax, TDS & payment to them are being done by me. Monthly valuations of stock for the hypothecation made to our banker & valuation of Debtors are being done by me on monthly basis.
  - To attend Internal as well as External Auditors are my functional areas. Balance sheet working till final entry.
- Factory Licensee work include all Government ( Factory act ) Factory labor license – Contractor license, Provident fund number, Excise registration number, Electricity application for energy, Gujarat pollution NOC certificate, Factory pan number, ETC. all licensee.
- In addition, I have full literacy for computer & I can work in tally as well as latest Accounts Software framed by Tally 9.0. & E.R.P 9

## **3. Asoj Soft Caps Pvt ltd.**

I had worked in, Asoj Soft Caps Pvt Ltd as accounts Assistant- Asoj baroda halol high ways road At Post : Asoj, Baroda since last 4 years & work in Accounts department from 1.4.2004 to 31.3.2008.

## **4. Btieze Laxmi Pvt ltd :**

I was working as computer operator/office assistant in Brieze laxmi pvt ltd, alkapuri, Baroda for 2 years, From 1.4.2002 to 31.3.2004

### **Technical Skills**

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Knowledge of accounting package –SAP, Tally ERP 9,
- Web designing,
- Internet Savvy

▪ **Personal Details**

Name : Hirendra Bapubhai Patel  
Fathers Name : Bapubhai Patel  
Date Of Birth : 27.05.1978  
Gender : Male  
Height/ Weight : 5.7"/ 65 Kgs.  
Languages known : Gujarati, Hindi & English  
Religion : Hindu  
Nationality : Indian  
Marital Status : Married  
Address : A/ 4 / 60 Siddhartha Nagar Sco. , Behind Vikuth no 2 Sco.  
Khodiayar Nagar Char Rasta, New VIP road, Vadodara- 390022

▪ **Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place: Vadodara

(Hirendra B. Patel)