

# Kunal Patel

## ACCOUNTANT AND FINANCE

### Work Background

### Executive Profile

I am Excise Officer with a keen interest in GST and Cost Accounting, who has worked in both the academe and industry for over 2 years.

### Skill & Strength

- Basic Knowledge Of Computer.
- Accounting Software – Tally , SAP & FE.
- Goods command over MS Office
- Certificate Courses Of “Basics Of Computer & Tally “ Conducted By Gujarat Board
- Ready To Take Responsibility.
- Dedicated ,Disciplined And Believe In Teamwork
- Strive For Perfection In Every work.
- Committed To Deadlines And Schedules.
- Good Listen.
- Strong Grasping Power.

### Contact Details

Email:  
patel.kunal2711@gmail.com

Phone:  
7435932202

Address:  
5/9 Kikabhai Ni Chawl,Khumbharwad,  
Shahid Chowk ,Valsad-Gujarat  
Language Known- Englisg,Hindi & Gujarat  
Gender-Male  
DOB: 27-Nov-1996

### Objective

- To Work in a dynamic environment that provide me a wide spectrum of experience and exposure.
- I am looking for challenging job with Great responsibility And Having a Good Chance Of Growth.
- I declare that mentioned information is rue with best of my knowledge.

### Jr. Officer - Excise Department

Meril Life Sciences Pvt Ltd | April 2018 - present

- Preparation of GST Return And Filling with inland Revenue .
- Calculate GST liability and ensure GST payment in timely manner.
- Responsible for reconciliation of GST with books of account and GST Return
- Prepare and file GST return accurately and within prescribed timeline.
- Conduct Research of on critical aspects of GST law.
- Execute refund procedure whenever required..
- Prepare details / documents required for GST annual report and audit.
- Liaise with auditors
- Compile and maintain the GST records to ensure smooth and accurate overall running of sale billing and costing.
- Other commercial and accounts related task.
- Over all commercial profile.
- Preparation for VAT assessment
- Preparation MIS Report.
- Incentive Scheme On Export MEIS Application.

### Clerk

R.R.Moneychangers Pvt Ltd | April 2015 - April 2018

- Handling Accounting Entry.
- Created Invoice And Receipt. And Online Transaction ( Wire Transaction )
- Bank Reconciliation And Other File Working And Maintances

### Education.

### Institute of Cost Accountant Of India

- Perusing Intermediate.

### Veer Narmada South Gujarat University. Bachelor In Commerce

- Completed in 2017.
- Cumulative Grade Point Average 5.70.
- Gujarat Board
- Higher Secondary School Certificate (Percentage-54)