

# CURRICULUM VITAE

**Ronak Patel**

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## CAREER OBJECTIVE

- To work with a leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

## EDUCATIONAL BACKGROUND

<u>EXAMINATION</u>	<u>UNIVERSITY</u>	<u>YEAR OF PASSING</u>
MBA	S.M.U	2016
B.COM	V.N.S.G.U	2014
12th	G.H.S.E.B	2011
10th	G.S.E.B	2009

## WORK EXPERIENCE

- Vital Machinery Corporation (22/05/14 to 31/05/16)  
Account Assistance,  
Ankleshwar.
- Rallis India Ltd (16/06/16 to 20/07/18)  
Account Assistance,  
Ankleshwar.
- Miranda Tools Pvt Ltd (23/07/18 to 26/10/2020)  
Account Officer,  
Ankleshwar.
- Recycling Solution Pvt Ltd (01/01/2021 to Till Date)  
Jr. Account Executive,  
Panoli.

## Key Responsibilities:

- Invoice processing (Raw Material, Service, Manpower, Engineering, Transport and other.)
- Bank reconciliation and payment collection.
- Reconciliation of sundry debtors and creditors.
- Preparing weekly GRIR & SES report.
- Physical Monthly checking stock inventory.
- Handling Petty Cash.
- Manpower invoice in checking all compliance.
- Preparing Vendor ageing report.
- Preparing Budget data.
- Preparing CN & DN.
- Preparing Sales order for scrap sales.
- Co-ordinate with internal team and other department.

## KEY SKILLS

- MS Excel, Word & PowerPoint
- Extensive knowledge of SAP
- Internet

## PERSONAL INFORMATION

Name : Patel Ronak Jayantibhai  
DOB : 25 Apr 1994  
Gender : Male  
Marital Status : Married  
Languages Known : Gujarati, Hindi, English  
Hobbies : Playing Cricket, Listening music, Travelling  
Address : 8-Aangan bungalows, aaditya nagar,  
Bhadkodra, nr. Ragini multiplex, ankleshwar.

## DECLARATION

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above mentioned particulars.

Place: Ankleshwar