

# Fauzul Patel

Jambusar, Bharuch, Gujarat, India – 392150 ● +917878133957

## Professional summary

Detail-oriented and efficient Data Entry Clerk with 2 years of experience in managing sales and purchase bill entry, as well as maintaining accurate stock records. Proven ability to ensure data integrity, support inventory management, and collaborate effectively with sales, purchasing, and finance teams. Skilled in using accounting software to streamline processes, resolve discrepancies, and contribute to accurate financial reporting. Committed to maintaining organized and up-to-date records to support operational efficiency and decision-making.

## Work history

### Accountant at Afaq Al Hasoob Co. Riyadh, Saudi Arabia

<b>Company Name</b>	Afaq Al Hasoob Co.
<b>Location</b>	Riyadh, Saudi Arabia
<b>Duration</b>	Jan-2022 to 2024
<b>Key Responsibilities</b>	<ol style="list-style-type: none"><li>1. Accurately entered <b>sales and purchase bills</b> into the company's accounting software.</li><li>2. Maintained and updated <b>stock records</b>, ensuring real-time accuracy.</li><li>3. Verified and cross-checked all entries to ensure data integrity.</li><li>4. Assisted in the preparation of monthly <b>inventory reports</b>.</li><li>5. Collaborated with the sales and purchasing teams to resolve any discrepancies in billing or stock levels.</li><li>6. Provided regular updates to the management team on stock levels and purchase requirements.</li><li>7. Supported the finance department in preparing documents for audits and financial reviews.</li></ol>

## Skills

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- Proficient in MS Excel, Word
- Accurate Data Entry
- Sales & Purchase Bill Entry
- Cash Flow analysis
- Bookkeeping
- Ability to learn new
- Analytical Skill

## Education

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Course/Degree	School/University	Grade/Score	Year
Bachelor Degree in Management	Sardar Patel University	5.9	2016
Master of Commerce (M.com)	Sardar Patel University	6.9	2018
Bachelor of Education (B.Ed.)	Sardar Patel University	9.98	2020
10 <sup>th</sup>	GSEB (Gujarat Board)	60%	2010

## Software Worked

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1. Tally (Accounting)
2. Smacc (Accounting)

## Personal Details

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- **DOB** – 17/01/1994
- **Nationality** – Indian
- **Language Known** – Gujarati, English & Hindi
- **Marital Status** - Married