

AAKIL HUSSAIN PATEL

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CAREER OBJECTIVE

To make best use of my acquired knowledge with an opportunity to improve on the same, and contribute to the growth of the firm in every way possible.

EDUCATIONAL-QUALIFICATIONS

Degree	Board/University	School/College	Year of Passing	CGPA/Percentile
M.COM [Master of Commerce]	S.P.U [Sardar Patel University Anand]	P. G. Department of Business Studies Vidyanagar	2021	66.00
B.COM [Bachelor of Commerce]	S.P.U [Sardar Patel University Anand]	C.P. Patel commerce college Anand	2019	62.985
H.S.C	GHSEB	M A I High school kholwad	2015	56
S.S.C	GSEB	The Popular High School Devla	2013	63.33

PROFESSIONAL EXPERIENCE

COMPANY	TIME FRAME	WORK DONE
CROYANCE QUALITY SERVICE. PVT LTD	15/09/2023 TO 21/07/2024	Accounting, GST,
YUSHKA COSMETIC PVT LTD	22/07/2024 TO CURRENTLY WORK IN	JR. Accountant

Technical Skills /Software Expertise

- Microsoft Offics
- Tally Prime
- Good Communication Skill
- Positive thinking
- Punctuality & Honesty
- Learning Attitude
- Leadership

Job Description

- ◆ All types of Accounting entry. (Sales, Purchase, Expenditure, Payment, Receipt).
- ◆ Debit Note, Credit note Entry, and Journal Entry.
- ◆ Preparing GSTR-1, GSTR-3B Return,
- ◆ Basic knowledge of GST (GSTR 1, GSTR 2, GSTR 2A, GSRT 2B, GSTR 3B,)
- ◆ Preparing TDS accounting Entry,
- ◆ Maintaining Bank reconciliation on monthly basis,
- ◆ All type of Contractor/Transporter RCM entry.
- ◆ Matching Account Statement of Vendor/Customer,
- ◆ Maintain Petty Cash.
- ◆ Checking Entry of Team member,
- ◆ Bank reconciliation

Outward Dispatch

- ◆ Preparing Tax Invoice on Tally Software.
- ◆ Generating E Invoice & E-way Bill in online portal.
- ◆ Checking of All Supportive Documents.
- ◆ Checking of Outward Register on Monthly basis.
- ◆ Prepare Debit note, Credit Note on Monthly base.
- ◆ Checking Sell Register.

Inward

- ◆ Checking all document of Purchase/Expenditure
- ◆ Checking Entry of RM/Store Department..
- ◆ Checking Purchase register & Journal register.
- ◆ Prepare Payment Advice of Vendor/Contractor.

◆ **Balance confirmation of Vendors.**

PERSONAL PROFILE

Name	AAKIL HUSSAIN PATEL
Date of Birth	01-JUN-1997
Gender	Male
E-mail Address	Aakilpatel0009@gamil.com
Languages Known	English, Gujarati, Hindi & Urdu
Achievements & Awards	NSS certified from Sardar Patel University
Nationality	Indian
Hobbies	Cricket, Volleyball, Swimming, Carom Board, Pool Table, Travelling.
Address	Bhatwad Khadki,Devla, 392040,TA-Jambusar,Dist.-Bharuch.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.