

## **CURRICULUM VITAE**

Patel Viral Kumar Dineshbhai  
10, Devdarshan Residency,  
Near J.B.Modi Park, Shaktinath Road,  
Bharuch-392001 Gujarat.

Mo: - 9624549250

E-mail: viralpatel\_27886@yahoo.com , 96245viral@gmail.com

### **Career Objective: -**

➤ To work and contribute towards attainment of corporate goals and objective utilizing my functional experience and practical knowledge.

### **Educational Qualification: -**

EDUCATION	SCHOOL/ COLLEGE	BOARD	YEARS OF PASSING	CLASS
M.com	M.K. COLLEGE OF COMMERCE, BHARUCH	VNSGU. SURAT	APRIL-2008	FIRST
B.COM	M.K. COLLEGE OF COMMERCE, BHARUCH	VNSGU. SURAT	APRIL-2006	SECOND
H.S.C	SHANTI VIDHYALAY BHARUCH	G.H.S.E.B GANDHINAGAR	MARCH-2003	SECOND
S.S.C	M M PATEL SAMPLAWALA HIGH SCHOOL MASAR ROAD	G.S.E.B GANDHINAGAR	MARCH-2001	SECOND

### **IT Skills: -**

➤ SAP FICO & HANA Module, MS Office – Word, Excel, Power Point, Outlook.

### **Current Job Profile: -**

- Handling complete Capex and Opex accounts payable cycle w.r.t. Stores, Raw Material, Services, General Ledger Accounting.
- Processing of total payment of Capex & Opex.
- Capex Summary Report Weekly.
- Actual Settlement & Depreciation Run Posting.
- Excel sheet-maintained Capex vendor Retention, LD, Advance, PBG
- Asset Creation, WBS Open & Lock, EPCG Bill Process & Payment.
- Capitalization of Asset.
- GR/IR Clearing & Advance Clearing
- MSME Tracking Payment & Booking
- BG tracking & released & Capex MIS
- Provision Entry for Expense – Monthly, Yearly.
- Weekly generation of aging reports w.r.t. GR/IR, advances, creditors.
- Inter-unit Transaction and Reconciliation.
- Assisting Internal and Statutory Audit Team for completion of Annual Audit.

### **Experience: -**

- Account Executive in Navin Fluorine Advanced Sciences Ltd July-22 to till date.
- Dy. Account Officer in Grasim Industries Ltd Dec-17 to July-2022.
- Account Officer in Shubhalakshmi polysters ltd Apr-2013 to Dec-2017.
- Account Officer in Ion Exchange (India) Limited from Aug-2012 to March-2013.
- Sr. Account Assistant in Vardhman Acrylics Ltd from Nov-2010 to July-2012.
- Account Assistant in Jhagadia Copper Ltd from Nov-2008 to Nov-2010.

### **Personal Information: -**

Name : VIRALKUMAR DINESHBHAI PATEL  
Date of birth : 27<sup>TH</sup> Aug 1986  
Sex : Male  
Marital status : Married  
Nationality : Indian  
Religion : Hindu  
Hobbies : Reading books, playing cricket.  
Languages known : Gujarati, Hindi, English