

CURRICULUM VITAE

Brijal Patel

Mail id:

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Profile: Accountant, Account Executive

Experience: 6+ yrs.

To obtain an undefeatable & challenging position in an organization that will effectively utilize acquired expertise also to grow professionally & personally. I wish to contribute towards organizational goals through my technical skills, hard work and creativity.

Education Qualification:-

B.COM FROM M S UNIVERCITY IN 2013 WITH SECOND CLASS RESULT.
HSC FROM FERTILIZER NAGAR SCHOOL (GSFC) IN 2010 WITH SECOND CLASS RESULT.
SSC FROM FERTILIZER NAGAR SCHOOL (GSFC) IN 2008 WITH FIRST CLASS RESULT.

Another knowledge:-

Basic Knowledge of computer with mailing, word, excel. Also have certified course of TALLY ERP 9. Have good typing speed. TDS work, Bank reconciliation. GST Knowledge. Experience in SAP. And Solution Pulse software.

Also have basic knowledge of Export Sales documents.

Experience detail:-

- Last working at Aris Solar, {which is having authorized Distribution ship of waree Module. Also provide service facility related to new solar connection.} as an Accountant. Working Area Tally Prime. With E-invoice and E-way Bill.
- Working with O P Rathi & Co. a CA Firm. As an Account assistance. (Dec 2021 to Dec 2022) – all type of work related to audit.
- Working with DPB Products Pvt Ltd. Manufacturing Company, As an Accountant. Work with tally Erp 9. For 1 yr. (Dec 2020 to Nov 2021, 1 yr.)
 - Invoice making. – Bank reconciliation. – purchase entry. – Quotation. - Journal voucher. – Preparation of GSTR 1, 2 1 3b – cash handling. – Excel work for stocking.
 - Word. - Salary of labor. – Payment handling of creditors. – Receipts and Payments - etc.
- Working with Ramdev Polymers as a senior accountant, which is production based company. Tally Erp. (May 2018 to March 2019)
 - Invoice making. – GSTR 1, 2, 3b. - Purchase and journal voucher. – Cash handling. – Bank reconciliation. - Receipts and payments. – Party payments

- handling. – stocking in tally. – Purchase order. - Quotation. – Etc.
- Also have experience of audit work, while working with R J Shah & Company as an Auditor. And also WFH as an accountant. (Feb 2017 to April 2018, 15 month.)
Work with SAP. – Primary audit report. – Data entry of clients files including purchase, sales, journal, other. – Visit to Company for audit as an audit assistance.
– Other office work. – Etc.
 - Worked in a Tax Consultant office as an account assistance where have expr of Tally Erp 9 and taxation (July 2014 to Jan 2017, 2.5 yrs)
 - Work with tally, excel, word. – Pan card making – data entry of clients file including purchase, sales, bank, all other. - Tax preparation. - Etc.

Area of Interest:-

Accountancy, GST, Taxation, Data Entry, Auditing.

Personal Detail:-

Name : BRIJAL RUSHIKKUMAR PATEL.
DOB : 5th June.
Add : 407, Tower-A. New County
Makarpura Air Force Road.
Behind Haveli Resi-Cum Plaza. Vadodara.
Gender : Female
Marital Status: Married
Religion : Hindu
Nationality : Indian
Languages known: Gujarati, Hindi, English

I hereby declare that the information given here is correct to best of my knowledge and I will responsible for any discrepancy.

Thank You,
Brijal Patel

