

PATEL BHUMIKA DHAVAL KUMAR

3067, Ayodhya Nagar, Nr. Shaktinath,
Link Road, Bharuch,
Gujarat – 392 001

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📧 Career Objective:

To synergies all my strengths and resources available to work with complete perfection and professionalism in Commercial field in a Challenging manner that can extract and enrich my performance.

📧 Professional Experience & Responsibilities:

❖ **PARAS PHARMA CHEM** as an “**Accountant & Sales**” From 12 Oct 2022 to Till Date at Shilpi Square, Bharuch.

- Check Emails and give reply as per sir instruction.
- Bank Reconciliation.
- Making PO and Purchase Entry.
- Preparing Quotation, Sales bills and Eway bills.
- Daily Follow-up with Client.
- Accounts Entry in Tally Prime.
- All Office Work Like Prepare VQ Form of Companies, Maintain doc record, Query Accounts clear and etc.

❖ **SHREEJI PRINT AND PACK** as an “**Accountant**” From 3 Jan 2019 to 27 Aug 2019 at GIDC, Bharuch

- Preparing Data Entry Work with Tally ERP 9.
- Preparing Sales Invoice and E-way bill.

- Maintain Stock and Salary in Excel Sheet.
- Follow-up with Parties for Sales, Purchase & Payment.
- Petty cash handling.

❖ **SUNRISE PROSESS PIPING** as an “**Admin Executive & Accountant**”

From 11 Nov 2017 to 15 Dec 2018 at Jolwa, Dahej.

- Preparing Sales bill with GST
- Prepare Salary Sheet and send Bank for same.
- Prepare Challan,GRN
- Maintain all files like service tax, vat, patty cash etc

❖ **UMIYA SALES AGENCY** as an “**Admin Executive & Accountant**” (**Instrument Distributer**) From 1st May 2013 to 30 Sep 2017 in Ankleshwar.

- Order handling works, Booking of order
- Purchase order taken & check
- Maintain Purchase & Sales Detail.
- Accounts Entry in Tally ERP 9
- Preparing Sales bill Manually.
- Maintain records of Sales, Purchase & Material.
- Bank Reconciliation
- Maintain cash voucher.
- Handling Petty Cash.
- Online VAT & GST returns

@ Educational Qualification:

Degree	Institution/ School	University/ Board	Year of Passing	Percentage
B.com [Finance]	M.K College commerce, Bharuch	Veer Narmad South Gujarat University, Surat	April-2013	52.33%
HSC [Commerce]	Rungta Vidya Bhavan, Bharuch	GSEB, Gandhinagar.	March- 2010	59.71%
SSC	The Progressive Hiigh School, Bharuch	GSEB, Gandhinagar.	March- 2008	63.23%

@ Soft Skills:

- ▶ Excellent Adaptability
- ▶ Enthusiastic
- ▶ Good Leadership Quality
- ▶ Friendly

@ Computer Skills:

- ▶ Tally 9.0
- ▶ Windows, MS office
- ▶ Internet Browsing
- ▶ CCC coerce
- ▶ Commercial tex
- ▶ VAT Return
- ▶ C- form purchase & sell
- ▶ GST Return

© Personal Details:

- ▶ **Date of Birth** : 25/11/1992
- ▶ **Gender** : Female
- ▶ **Languages Known** : English, Hindi and Gujarati.
- ▶ **Hobbies** : Listening Music & Reading
- ▶ **Marrtial Status** : married

Thanking You

Bhumika D Patel