



## RAKESH N PATEL

India : +91-9898 88 6413

Passport No.: P8968404  
E-Mail : [rakeshnpatel84@gmail.com](mailto:rakeshnpatel84@gmail.com)

### CAREER OBJECTIVE

Seeking a Respectable job with good payment & amp; benefits, fast growing higher positions in A leading & amp; growing multinational company, having adequate working managerial Experience creating the team spirits among executives to achieve targets individually & amp; as a group besides principals' negotiations and correspondence.

### PERSONAL CURRICULUM

B.Com Graduate and skilled professional with 13+ years of experience in Project Accounting, Financial Analysis, cost control, Invoice & Revenue generation. Familiar with Budgeting, Forecasting, Variance analysis. Hands on experience on ERPs, Tally 9, SAP (Hana), Dynamics AX in various industries such as Banking, Audit Firms, Telecommunication, Construction, Manufacturing, Service Sectors, Defence, and E-commerce.

Company Name	Location	Designation	Duration
Pratham Group	Gujarat, India	Senior Finance Executive	Oct 2018 – Till Date
Wearresist Technologies Pvt Ltd	Gujarat, India	Finance & Accounts Executive	Mar 2018 – Sep 2018
Seder Group	Riyadh, KSA	Senior Accountant	Jul 2017 – Feb 2018
Premier International Project LLC	Muscat, Oman	Finance & Accounts Executive	Apr 2013 – Sep 2016
R N Shah Associates (Chartered Accountants)	Gujarat, India	Audit & Accounts Assistant (Internship)	Mar 2009 – Sep 2012
Vipul Dalal & Co (Chartered Accountants)	Gujarat, India	Audit & Accounts Assistant	Jun 2006 – Sep 2008

### KEY DELIVERABLES ACROSS THE TENURE

#### 1. ACCOUNTING:

- ☞ Undertake various accounting assignment on personal basis and provide accounting service to proprietorship and partnership firms.
- ☞ Preparing purchase requisition, work order, service entry, payment entry, receipt entry and bill booking in SAP (HANA).
- ☞ Preparation of GST details for payment of GST and filing returns on monthly or Quarterly basis.
- ☞ Profitability reports of divisions like crusher, batching plants and projects as per management prescribed formats.
- ☞ Generated periodic financial reports and presented findings to managers.
- ☞ Prepared the consolidated financial statements, assist the payroll, developed expense analysis and reviewed balance sheets.

## **2. FINANCE AND PROCUREMENT:**

- ☞ Maintain Standard operation procedures in all aspects of day-to-day work in order to provide uniformity of work and meet departmental objectives.
- ☞ Processing documents for non-fund based facilities like LC, BG etc. and Liasoning with banks and FIs for clearance of funds and documents.
- ☞ Liasoning with financial institutions and NBFC's for new credit proposals and facilities for organization.
- ☞ Managing the funds on day-to-day basis in various banks as per the requirement of the management.
- ☞ Preparing details for obtaining project finance i.e. Cash flows, quarterly working capital requirement reports to financial institutions and banks.
- ☞ Assist with the development and integration of finance process and control
- ☞ Assist in the yearly budget exercise and provide variance analysis if necessary.

## **3. AUDITING (STATUTORY AND CONCURRENT/INTERNAL):**

- ☞ Conducted various statutory audits of proprietorship, partnership firms, and Private Ltd. Companies and Limited companies on independent basis as well as in teamwork.
- ☞ Complete the assignment on timely basis up to finalization level and handing over to the principal for signing.
- ☞ Conducted statutory bank audit and other audits offered by bank like- stock audit, system audit, fixed asset, etc. independently and submitted reports in prescribed formats.

## **4. INCOME TAX AND OTHER STATUTORY DUES:**

- ☞ Representing before the statutory authority in conciliation on behalf of the firm for various cases of Income Tax, service tax, etc.
- ☞ Preparation and E-Filing of various statutory returns on periodic basis and taking follow up from clients.
- ☞ Verification of various returns filled by the entity and suggest for necessary correction if required.
- ☞ Preparing details for submitting before various statutory authorities for scrutiny, appeal etc.

### **Education**

### **Qualification**

### **Computer**

### **Knowledge**

1. CA Final (2<sup>nd</sup> Group cleared).
2. Bachelor of Commerce from M.S. University of Baroda (Account, Finance & Audit).
1. SAP – (HANA)
2. Tally Erp 9
3. Microsoft Dynamics AX
4. SharePoint and Clickup

### **Personal Information**

Father's Name	Natvarbhai Ravjibhai Patel.
Date of Birth	07 <sup>th</sup> July 1984.
Nationality	Indian
Language Known	English, Hindi, Gujarati
Hobbies	Implementing New Ideas, Adventure, Traveling, Music, Playing Cricket.

**Place: Vadodara**

**Date:**

**Rakesh Patel**