**CURRICULAM VITAE**

**Amit S. Patil**

Mobile Number: - 9271891096/7977953513

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| **CAREER OBJECTIVE** |

* Contribute my knowledge and skills to a growth-oriented organization, through commitment, dedication & professionalism. Seeking a position to utilize my skills and abilities in a firm that offers security & professional growth while being resourceful, innovative & flexible. Interested to achieve goal through involvement, motivation commitment, Contribution and development of self, colleagues & subordinates. To obtain a platform that provides an opportunity to learn new thing and update my knowledge.

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| **PERSONAL DETAILS** |

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| Name | : | Amit Sambhaji Patil |
| Date Of Birth | : | 10th June 1989 |
| Address | : | Flat No.604, 6th Floor, C-Wing, Raj Recidancy, Plot No.11,  Sector-2, Karanjade, Panvel, Navi Mumbai - 410206 |
| Telephone No: | : |  |
| E-Mail | : | **amit.patil9156@gmail.com** |
| Sex | : | Male |
| Nationality | : | Indian |
| Caste | : | Hindu |
| Marital Status | : | Single |
| Languages Known | : | English, Hindi , Marathi |

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| **WORK EXPERIENCE** |

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| 1. **Speedy Allied & Marine Services(Clearfast Air Cargo Agencies Pvt.Ltd.)** |

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| Duration |  | August,2015 to till date |
| Designation |  | Accountant |
| Job Profile |  | 1. Maintaining bank book  2. Preparing Bank Reconciliation Statement  3. Preparing Cash, Bank &Journal Vouchers  4. Preparing Purchase & Sales Register  5. Preparing TDS Working & Finalizing TDS Return  6. Preparing GST Working & Finalizing GST Return  7. Collection of ledger confirmation.  8. Preparing company book up to finalization |

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| 1. **Divyaratna Agrotech Pvt. Ltd./Desmo Exports Limited(D.Jindal Gr.)** |

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| Duration |  | August,2013 to August,2015 |
| Designation |  | Account / Finance Executive |
| Job Profile |  | 1. Making monthly Stock Statement submitting for Bank  2. Maintaining bank book of all companies  3. Preparing Bank Reconciliation Statement  4. Preparing Cash, Bank &Journal Vouchers  5. Preparing Purchase & Sales Register  6. Monitoring all Insurance coverage ( individual, stock & premises )  7. Handled bank related query ( Bank Audit )  8. Preparing TDS Working & Finalizing TDS Return  9. Preparing Buyers Credit entries & their Exchange rate entries  10. Making LC documents  11.Handling Stock Audit conducted by Bank  12.Liasoning with Statutory Auditor/Bank Auditor  13. Assist .Finance Manager for Preparation of Bank CMA data/Enhancement of Limit/Review of Limit.  14. Preparation of data for various Financial organization for proposal of new loan.  15. Collection of ledger confirmation. |

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| 1. **Everest Photo Offset Ltd.** |

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| Duration |  | January,2012 to July,2013 |
| Designation |  | Account Assistant |
| Job Profile |  | 1.Data entries in Tally systems  2.Preparing Bank Reconciliation Statement  3.Preparing Cash, Bank &Journal Vouchers  4.Preparing Purchase & Sales Register  5.Preparing VAT Working & Finalizing VAT Return  6.Making Challan, Tax Invoice & Acknowledge  7.Maintain Salary Register |

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| 1. **D. N. Shukla & Co. Chartered Accountants** |

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| Duration |  | May,2011 to December,2011 |
| Designation |  | Jr. Accountant |
| Job Profile |  | 1.Data entries in Tally systems  2.Preparing Bank Reconciliation Statement  3.Preparing Cash, Bank Journal Vouchers  4.Internal and Statutory Audit of Private Limited companies, Partnership & Proprietorship |

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| **EDUCATIONAL DETAILS** |

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| Scholastic Records | : | * T.Y.B.Com passed with **IIndClass** in 2011 from Mumbai University * H.S.C passed with **Ist Class** in 2008 from Mumbai University * S.S.C passed with **IInd Class** in 2005 from Mumbai University |
| Computer Literacy | : | * Tally ERP * Ms – Office (Word, Excel) |
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| **I HERE BY DECLARE THAT ABOVE INFORMATION TRUE & CORRECT TO BEST MY KNOWLEDGE.** |

Place: Mumbai

Date:

**(Amit Sambhaji Patil)**