


RESUME

SANDEEP KUMAR PATEL

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CAREER OBJECTIVE

To seek an opportunity in a well-known organization that allows me to develop and enhance my skills, and become a valuable part of the organization's growth.

ACADEMIC QUALIFICATION

- **B.Com** Pursuing **2nd** year from University of Delhi (SOL) in 2022
- **12th** Class from **CBSE Board 2021** with **73.4%**
- **10th** Class from **CBSE Board 2019** with **76.6%**

SKILLS

- Knowledge of **MS Office (Excel, Word)** and **Tally Prime**.
- Ability to prepare journal entries.
- Maintaining Challans and Purchase Order Records.
- Knowledge of bank reconciliation.
- Basic Knowledge of TDS
- Knowledge of GST (**Return Filling, E-Way Bill**)
- Preparing Monthly GST Data of GSTR-1 With HSN Summary.
- Excellent communication skills both verbal and written.
- Strong analytical, problem solving and task completions skills.
- Ability to understand various financial statement.

WORK EXPERIENCE

- I Have 1Year Experience as **Account Executive** in **CA Firm Ajay Kumar & Associate**.

PERSONAL INFORMATION

Date of birth	:	10-April -2003
Gender	:	Male
Father's name	:	Mr. Kapil Dev
Nationality	:	Indian
Marital Status	:	Unmarried
Hobbies	:	Reading books,
Languages Known	:	English & Hindi

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place:

Date:

(Sandeep Kumar Patel)