

Riddhi Rajendra Patel

Address: C1/8, Digvijay Nagar, Maruti Nagar, Hindustan Naka, Charkop, Kandivali (West), Mumbai-400067.

Cell No.: (91) –082863 49939 Email: riddhipatel2603@gmail.com

➤ **Career Objectives:**

Seeking a position to utilize my skill and abilities in the office that offers professional growth, while being resourceful, innovative and flexible ability to work in team environment, excellent communication, analysing, interpersonal skills and quick learning abilities in order to achieve the goals of the company and thereby contribute towards the growth of the company.

➤ **Professional Experience:**

P R and Company

Accountant // 04/2017-10/2017

- Maintaining Sale and Purchase register for the day to day correspondence in the office.
- Posting accounting entries in Tally.
- Reviewing books of accounts on regular basis.
- Correspondence of letter & Drafting emails etc.
- PTRC & PTEC application registration.
- Knowledge of TDS Returns.

Sanket A Shah and Company

Articled Assistant // 12/2017-12/2020.

- Posting accounting entries in Tally.
- Maintaining Sale and Purchase register for the day to day correspondence in the office.
- Maintain bill wise details of Debtors and Creditors.
- Reviewing books of accounts on regular basis.
- Scrutiny of Debtors and Creditors.
- Preparing Monthly Bank Reconciliation.
- Assisting in Finalization of Books of Accounts.
- Vouching & Verification of Sales Bills, Purchase Bills & Expenses.
- Knowledge of uploading Vat returns / Ledger Confirmation.
- Feeding and Filling of Income Tax Return and 3B3CD.
- Filling of Tds Returns 26Q, 24Q & 27Q and revision of TDS Returns.

- Knowledge of GST Implication and GST Registration.
- Preparing of GSTR-1 / GSTR-2A / GSTR-3B.
- Knowledge of uploading on Portal GSTR-1 / GSTR-3B / Refund Application /GST Annual return.
- Filing of GST Returns.
- Correspondence of letter & Drafting emails etc.

➤ **Education:**

- Intermediate Group-I Passed in May19.
- Master of Commerce in Accountancy from The Institute of Distance and Open Learning (IDOL) Mumbai University, Mumbai (Maharashtra) in 2019 with percentage of 60% (Second Class).
- Bachelor of Commerce in Accountancy from MH Shroff College of Commerce, Mumbai (Maharashtra) in 2017 with percentage of 75.80% (First Class with Distinction).
- Class 12 (Mathematics & Hindi) from MH Shroff College of Commerce, Mumbai, (Maharashtra State Board) in 2014. Secured78.46%.
- Class10 from S.V.P.V.V, Kandivali (West), Mumbai (Maharashtra State Board) in 2012 secured 70.00 %.

➤ **Additional Qualification:**

- Knowledge of MS-Office i.e. MS-Excel, MS-Word, MS-Power Point
- Knowledge of Tally Erp 9

➤ **Personal Details:**

- Date of Birth : 26thMarch 1997
- Gender : Female
- Marital Status : Unmarried
- Nationality : Indian
- Linguistic Proficiency : English, Hindi, Gujarati, Marathi.

I here by declare that all details furnished above are correct and true to the best of my knowledge.

Riddhi Patel