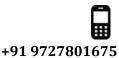


JIGNESHKUMAR JASHBHAI PATEL

Patel Faliya, At & PO. Kanzat, Ta- Khambhat Dist- Anand, Gujarat-388170, India





jamespatel75@gmail.com

ABOUT ME



OBJECTIVE



I am an optimistic person who gets adjusted to surrounding easily, once involved in any activity. I try to do my level best for my organization. My ability to accept my mistake and learn from team enables me to stay on the continuous learning & working.

Knowledge of managing all accounting operations based on accounting principles. Petty Cash Handling and petty cash voucher. Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments. Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments, Maintains accounting ledgers by posting account transactions. Verifies accounts by reconciling statements and transactions. Resolves account discrepancies by investigating documentation; issuing stop-payments, payments, or adjustments.

JOB PROFILE



- ➤ Competent, diligent & result oriented professional with an experience of 9 years across the industry currently spearheading efforts as Executive Export-Exim with M/S BAROQUE PHARMACEUTICALS PVT.LTD, GUIRAT, INDIA. From 1st of April 2016.
- Performing all Export-Import related logistics and liaisoning & Communication with government Authority like Central Excise & Custom. Doing all formalities of Export- Exim /Domestic dispatch from Planning to smooth removal. Co-ordination with Production and Packing/ Finished for makes planning for Dispatch Schedule.
- Responsible for determining financial objectives, designing and implementing systems, policies and procedures to facilitate internal financial control.

EDUCATION



Masters of Business Administration (HRD & Finance)

Dr. C. V. Raman University,

Post Graduated, Jan-2014
Bilaspur, C. G.

Percentage 65.00%

Diploma in Computer Accounting (Tally)

Jankalyan Computer Saksharta Mission, Certificate Course, Feb-2008 Shakti Computer Centre, Borsad, Gujarat Grade-A (60-69%)

Bachelor of Commerce (with Advanced Accounts and Auditing)

Gujarat University, Graduated, March-2006 Ahmedabad, Gujarat Percentage 52.22%

CORE COMPETENCIES



- Financial Forecasting
- Strategic Financial Planning / Projections
- > MIS
- > Relationship Management
- Statutory Compliances
- Management Control Systems
- ➤ Liaison and Co-ordination

PROFESSIONAL EXPERIENCE



1. M/s. JAY CHEMICAL INDUSTRIES LTD. From 7th MAY 2010 to 31st MARCH 2016

Excise Executive

- > Logistics and liaisoning & Communication with government Authority like Central Excise & Custom & Service Tax Department. Doing all formalities of Export/Domestic dispatch from planning to smooth removal (co-ordination with packing Dept.).Also handling internal HR Department (like attendance & etc.), verifying monthly weekly & daily reports of staff, and also giving solutions to Staff to solve the queries of customers & also Knowledge of Daily Cash & Bank Voucher & Passing Process of Purchase Bills as per PO etc. Good Knowledge of WMS Policy & Implementation
- Liaisoning & Communication Work related to Central Excise, Custom & Service Tax & Documentation for Export /Domestic Dispatch.
- > Daily monitoring & inspecting the planning through E-mail for exports and taking step as per guide lines.
- As well as the invoice and other document for outgoing consignment.
- Providing inspirational guidance and training to Personnel's and beneficiary groups as part of project implementation.

CARRIER SKILLS



- Strong exposure and understanding of business strategy planning and Implementation.
- > Effectively handled teams and responsibilities to achieve all targets.
- Result-oriented with an ability to take up challenges and deliver results.
- Strong leadership communication and interpersonal skills.
- > Including all Formalities Pre to Post Shipment Documents of Export. 2 Attending the queries of Customers through telephone and Email.
- > Seriousness towards the job, Respect for All, Follow the Rules Implemented & Instruction given by Management.

COMPUTER



- Microsoft Dynamic Navision (ERP)
- **FAX**
- E-Mail & Inter Operations

LANGUAGES Q.A.

- English
- Hindi
- Gujarati

PERSONAL INTERESTS



- Reading
- Listening Music
- Travelling

PERSONAL DETAILS



30th April 1986 Birthday: Male

Marital Status: Single **Nationality** Indian

Gender:

Current CTC

: 4.32 LPA

Expected CTC

: Will Negotiate during Final Confirmation

Notice Period

: Ready to Join as per Requirement

Total Experience: 09 Years

References

: Available on request

JIGNESH J. PATEL