



JIGNESHKUMAR JASHBHAI PATEL

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



+91 9727801675



jamespatel75@gmail.com

ABOUT ME



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.

OBJECTIVE



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, GUJRAT, 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,
Bilaspur, C. G.

Post Graduated, Jan-2014
Percentage 65.00%

Diploma in Computer Accounting (Tally)

Jankalyan Computer Saksharta Mission,
Shakti Computer Centre, Borsad, Gujarat

Certificate Course, Feb-2008
Grade-A (60-69%)

Bachelor of Commerce (with Advanced Accounts and Auditing)

Gujarat University,
Ahmedabad, Gujarat

Graduated, March-2006
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. ☑ 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 PROFICIENCY



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

LANGUAGES

- English
- Hindi
- Gujarati

PERSONAL INTERESTS

- Reading
- Listening Music
- Travelling

PERSONAL DETAILS

Birthday : 30th April 1986 Marital Status : Single
Gender : Male Nationality : Indian

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