

# Bhavesh Chandrakant Patni

Mobile No. 9662819272, Email: Bhavesh.patni347@gmail.com

## Looking for career enrichment opportunities in the field of Accounts & Finance

### CAREER SNAPSHOT

- ⇒ A competent professional with total **12 years'** experience in **Accounts and Finance**.
- ⇒ Currently associated with **SARAF FOODS LTD** as **MANAGER ACCOUNTS & FINANCE** and **CHIEF FINANCIAL OFFICER**.
- ⇒ Experience in the handling various Accounts and Finance Processes (Handling of various audits, Income Tax returns, Product costing, Banks related works, Budget related works, Discounting related works, Duty drawbacks related works, RBI returns related works, Balance sheet, MIS reports, Depreciation as per company's act, Annual provision entries, Agreements of company, Renewal of legal licenses, Documents of subsidies, Submission of data for GPCB returns, GIDC related works, insurance related works, Gratuity related works of employees, Factory map related work, Trademark related works).
- ⇒ Possess strong communication and inter personal skills. A dynamic go-getter and quick learner with ability to work under pressure and meet deadlines.
- ⇒ Adept at people management; Maintaining healthy employee relations; handling employee grievances thus creating an amicable environment as team leader.
- ⇒ Responsible person for managing financial actions of company like tracking cash flow and financial planning as well as analyzing company's financial strengths and weakness and proposing corrective actions.

### AREAS OF EXPOSURE

- ⇒ Banking related works
- ⇒ Subsidy related works
- ⇒ Government related works
- ⇒ Overall accounts supervision and Handling of audits
- ⇒ Finalization of balance sheet
- ⇒ Maintaining of cash flows
- ⇒ Preparation of MIS reports
- ⇒ Handling of legal and compliance
- ⇒ Handling of GST related works

## ACADEMIA

2013 CA INTER, Institute of Chartered Accountant of India

2012 MASTERS OF COMMERCE from M S University of Baroda

## ORGANISATIONAL SCAN

Since June 2018: SARAF FOODS LTD, WAGHODIA GIDC as MANAGER ACCOUNTS AND FINANCE

### KEY WORK AREAS:

#### ⇔ Banking related works:

- Preparation of documents for lodgment
- Preparation of documents for inward-outward remittance
- Preparation of FFR- I, FFR-II, Unhedgement foreign currency statement
- Preparation of documents for forward contract
- Preparation of stock statement
- Preparation of documents while enhancing bank credit limit
- Ensuring generation of 'ebrc'

#### ⇔ Subsidy related works:

- Preparation of documents for Government subsidies
- Conduct meeting with subsidies officers

#### ⇔ Government related works –

- Renewal of boiler certificate
- Renewal of factory license
- Renewal of fire NOC
- Renewal of GPCB
- Renewal of spice board
- Submission of electricity duty return and payment of electricity duty
- Application for 2r permission to GIDC
- Submission of data to GPCB consultant for monthly returns
- Visiting of various Government offices for company work
- Filing of Spice board quarterly returns

- Filing of APEDA quarterly returns
- Filing of NESL monthly returns
- Following with consultant regarding application of EPCG license, completion of export obligations of EPCG license and submission of EODC application
- Follow-up for generation of RodTep script and preparation of documents for selling of RodTep script
- Preparation of documents for MEIS license

⇔ **Overall accounts supervision:**

- Ensuring daybook activities
- Verification of trial balance
- Verification of inventories on daily basis
- Verification of TDS calculation sheet
- Verification of GST calculation sheet
- Verification of GST returns

⇔ **Finalization of balance sheet:**

- Ensuring year end provisions entries
- Providing information and taking care of statutory and Tax audit
- Providing information related to GST audits
- Preparation of Data (Notes to accounts, accounting policies and related party transactions)
- Calculation of depreciation data

⇔ **Maintaining of cash flows:**

- Daily verification of cash flow and ensuring timely payments to suppliers

⇔ **Preparation of MIS reports:**

- Preparation of monthly MIS and circulate to all directors

**March 2014 to May 2018: R. SUDHIR SHAH and ASSOCIATES:**

**KEY WORK AREAS:**

- ⇔ Overall accounting verification
- ⇔ Bank related work
- ⇔ Co-ordination with CS work
- ⇔ All government certification work
- ⇔ Various types of audit work (Statutory Audit, Sedex Audit)

**December 2011 to February 2014: R. Sudhir Shah and Associates (Chartered Accountant Firm)  
as Training Assistant**

- ⇔ Done Article ship training in R. Sudhir Shah and Associates (Chartered Accountant Firm as Training Assistant)

### **COMPUTER LITERACY**

- ⇔ Tally ERP 9 Prime  
⇔ M S Office  
⇔ Taxation Software Computax  
⇔ Various Banks Software

### **PERSONAL DOSSIER**

Full Name: Bhavesh Chandrakant Patni

Address: B-27, Gokul, Dalia Pole,  
Nr. Shanidev Temple,  
Wadi,  
Vadodara-390017

Date of Birth: 14.05.1990

Nationality: Indian

Marital Status: Unmarried

Language Proficiency: Gujarati, English & Hindi

Hobbies: Cricket, Travelling, Listening music, Learning new different things

### **My Personality**

- ⇔ I perceive myself as cheerful, sporting person with full of commitment for whatever I do and is a lover of simplicity and seeker of truth. I have placing personality.

### **Declaration**

- ⇔ **Respected Sir/Madam, if I will be given the opportunity, I will be eager to work in your organization to my ability, I hereby declare that the above written particulars are true to the best of my knowledge and belief.**

**BHAVESH PATNI**