

# SIDDHARTH C PATEL

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## **OBJECTIVES:**

- To make optimum use of my strengths & capabilities in the organization and to contribute maximum to the success of the organization.

## **Skills & Expertise**

- Ability to work to deadlines, under pressure, Self-motivation, determination, and confidence.
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Proficient in working in Computerized LAN enabled Environment.
- Exposure to Accounting Software's like Tally 5.4, Tally 7.2, Tally ERP 9.0.

## **ACADEMIC QUALIFICATION:**

Examination	Institute	Year of Passing
B.COM	MUMBAI UNIVERSITY	2015
HSC	MUMBAI UNIVERSITY	2009
SSC	MUMBAI UNIVERSITY	2007

## **ADDITIONAL QUALIFICATION:**

- **Computer knowledge:** Well versed with MS Word, MS Excel and Audit tools, V lookup, H Lookup, Pivot Table, Tally ERP 9. Etc.
- **Internet:** Adequate experience in Browsing, Emails, Extracting Information from data.

## **PROFESSIONAL EXPERIENCE:**

### **ARISTOPLAST PRODUCT PRIVATE LIMITED**

#### **SENIOR SALES EXECUTIVE**

June 2017 to 10<sup>th</sup> October 2020.

Established in the year 1983, we "Aristoplast Products Private Limited" are a leading manufacturer, supplier and exporter of heavy duty plastic crates & baskets for commercial & industrial use. Available under the brand name "ARISTO", all our products are available in many sizes, colours and designs. The use of virgin plastic in manufacturing our products makes us a responsible industry player and the products are also highly demanded. Our company maintains a modern production unit that performs in accordance to industry defined norms of waste management, pollution control and work safety.

- Enhances staff accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.



- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

## **R K KHANNA & ASSOCIATES**

### **ACCOUNT EXECUTIVE**

May 2015 to May 2017

The Firm was established in the year 1956, under the name 'R.K. Khanna & Co.' In 1963, the name of the Firm was changed as 'R.K. Khanna & Associates'. From 1970, the practice was continued under the name 'Khanna Mathur & Associates'. The Firm was re-organized in 1978 under the present name 'R.K. Khanna & Associates'.

- Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and as well as the year-end financial reports.
- Preparation of Tax Audit Report (3CB, 3CD,44AD,44AB) & Vat Audit Report.
- Preparing replies and Data as per requirement of Assessing Officer in Income Tax Scrutiny, Sales Tax Scrutiny.
- Liaisoning with sales Tax & Income Tax official.
- Preparing data for Returns, Ascertaining liabilities, and filling returns Income tax, VAT, CST, TDS, Service Tax, Professional Tax, and Responding to TDS intimation.
- Timely Payment of Statutory Dues (VAT, CST, ST, TDS, PF, ESIC, PT,).
- Advance Tax calculation.
- Collating, checking and analyzing spreadsheet data.
- Examining company accounts and financial control systems.
- Checking that financial reports and records are accurate and reliable.
- Identifying if and where processes are not working as they should and advising on changes to be made.
- Ensuring procedures, policies, legislation, and regulations are correctly followed and complied with.

### **ADDITIONAL INFORMATION OF CURRENT JOB:**

- Current CTC: 30,000/-
- Expected CTC: 30 % Growth as per Industry standard.
- Reason to look for a change: Desire to take on more responsibility and grow in a career.

### **PERSONAL DETAILS:**

- Date of Birth : 11<sup>th</sup> April 1991.
- Permanent Address : B-16, Ramdarshan Chs, Opp Godrej Showroom, Char Rasta, Manpada Road, Dombivli (East) 421201.
- Languages Known : English, Hindi, Marathi, Gujarati.
- Gender : Male
- Marital Status : Married
- Nationality : Indian
- Hobbies : Riding Motorcycle, Playing Cricket.



Place: Dombivli

Date:

[ SIDDHARTH C PATEL ]

