



CHAITALEE VIVEKKUMAR PATEL

EDUCATION

DEGREE	UNIVERSITY/ BOARD	PERCENTAGE (%)	YEAR OF PASSING
M.COM	GUJARAT UNIVERSITY	47.75%	2011
B.COM	GUJARAT UNIVERSITY	63.33%	2009
12 TH STD	GUJARAT BOARD	85.73%	2006
10 TH STD	GUJARAT BOARD	83.71%	2004

WORK EXPERIENCE

•nuFuture Digital (India) Limited (Customer Service Executive- 2017-2018).

-Worked as Customer Service Executive to resolve Customer queries on call and through e-mail.

•Kisan Pipe & Steel (Assistant Accountant- 2019).

-Expertise in handling Sales Bill, Purchase Bill, Stock, E-way Bill.
-Handling payment follow up from party.

•Xorptech Lifescience Private Ltd. (VigyanVeda) (Accountant- December, 2020- October, 2021)

-Tally ERP 9, GST
-Work as HR & Operation Manager.
-Expertise in Purchase Bill, Sales Bill, Bank Entry, Voucher Entry, Stock etc.

•Kristech Solutions LLP (Accountant- November, 2021- December, 2022)

- Navision ERP
- Work as HR
-Expertise in Purchase Bill, Sales Bill, Bank Entry, Journal Voucher Entry, E-way Bill etc.
-Handling payment follow up from party.

•Earth Syscom Pvt Ltd (Back Office Assistant- Feb, 2023- June 2023)

-Scheme working
-Navision ERP
-Multiple work like Sales order, Credit note, Check Emails, Stock Reports etc.

•Yuvaan Energy Private Limited (Accountant- July, 2023 to May, 2024)

-Tally Prime
-Work as HR
-Data preparation of GST, TDS-TCS
-Purchase Bill, Sales Bill, Bank Entry, Journal Entry, E-way Bill, Stock etc.

DECLARATION

I hereby declare that all information given above is true to the best of my knowledge.

CARRER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

PROFILE

Birthdate : 20.11.1988
Gender : Female
Nationality : Indian (Hindu)
Status : Married
Language : Gujarati,Hindi,English

CONTACT

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chaitalee2022@gmail.com

HOBBIES

Listening Songs
Shopping

SKILLS

Planning & Time Management
Team Work
Communication
MS Excel & MS Word
Tally Prime & Navision ERP

Chaitalee Patel