

SUNILKR.PATEL



Contact

Address:

Flat No-202 ABCD building near Astoria
Hotel Meena Bazar, Bur-Dubai.

Phone:

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Email:

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Languages

English

Hindi

Gujarati

Hobbies

- Writing
- Learning new things
- Photography
- Travelling

Personal Details

Date Of Birth:- 14th Feb 1969

Passport Number:- S8124340

Visa Status:- Residence Visa

Martial Status:- Married

Nationality:- Indian

Summary

- Over 25-years (18 Years in Gulf) experience Accounts, Purchase and Finance and Inventory coupled with a Master Degree in commerce from a reputed University in India.
- To, work in a challenging position of an organization, which can utilize my potential to it's full in a professional manner.
- Honesty and Adaptation in team work.
- Ability to cope up with different solution.

Skill Highlights

- Team management
- Strong decision maker
- Complex problem solver
- Disciplined
- Innovative
- Service-focused

Experience

Huhtamaki Positive Packaging United Me Fzco, Jebel Ali, Dubai

Positive Packaging United(M.E) Fzco. Jebel Ali, Dubai

- Working as an Senior Accountant from 01 Sep, 2021 to Continue.
- Worked From 01 Apr, 2008 to 31 Aug, 2021 as Accounts officer.
- Worked From 28 Apr, 2004 to 31 Mar, 2008 as Account Assistant.

Job Profile

- ERP Oracle system and Tally-ERP-9.
- Preparing supplier payment status MIS on monthly basis supplier payment issues related NCR deduction as resolved with supplier.
- Responsible for Posting of Import and local GRN, AP Invoice and booking of all expenses as AP Invoice.
- Preparation of Debit note and Credit note.
- All bank entries on daily basis.
- Prepare key entries like Provision for expenses and Prepaid Expenses on monthly basis.
- Bank and branch Reconciliation. Accounts Receivable and Payable, Salary Processing, Ledger scrutiny Maintaining Cash Book, Bank Book & Journals

Education& Software Knowledge

- Post Graduate in Commerce from R.D.V.V. University Jabalpur in 1995 (India)
- Diploma In Computer Administrative , Ms Office (Word, Excel)
- Tally ERP-9 and ERP (Oracle system)

- MS office, Internet Applications.

Declaration,

I hereby certify that all the information furnished above is true to the best of my knowledge and I agree all the terms and condition laid down by your organization.

SUNILKR.PATEL

Signature