

RESUME

Bhushan Dhanraj Patil

Contact No :- 7030485593

Email Id :- patil.bhushant20@gmail.com

Address :- Plot no 58/6, Manas Apartment, Adarsh Nagar, Jalgaon.

➤ **CAREER OBJECTIVE:**

Intend to build a career with leading organization with commitment and dedication, which will help to create an atmosphere for potential, efficient and elevation of the career.

➤ **ACADEMIC DETAILS:**

- Bachelor of Commerce from NMU Jalgaon University in year 2014 with 52.5 %.
- HSC (Commerce) from Nasik Divisional Board in year 2010 with 38.33 %.
- SSC from Nasik Divisional Board in year 2008 with 50.76 %.

•

➤ **CERTIFICATION COURSE:**

- Tally ERP 9.0
- MS-CIT
- Typing (English 30 W.P.M)

➤ **PERSONAL WORK EXPERIENCE:**

- **Groundwater Surveys And Development Agency, Jalgaon (Gov Of Maharashtra – Atal Bhujal Yojana Central Schem)**

Designation : Account Assistant

Duration : 02^{SD} August 2021 To Till date.

- **BADALE MAHALE LANKE & COMPANY(CA. SR MAHALE) Jalgaon**
Designation : Account Assistant
Duration : 1ST April 2019 To 23RD July 2021.
- **VISHWADEEP ENTERPRISES Pune**
Designation : Account Assistant
Duration : 18TH July 2018 To 23RD Feb 2019
- **C.V.PATIL ASSOCIATE Pune**
Designation : Account Assistant
Duration : 1ST May To 10TH July 2018
- **BADALE MAHALE LANKE & COMPANY(CA. SR MAHALE) Jalgaon**
Designation : Account Assistant
Duration : 1ST Jan 2016 To 15TH March 2018

➤ **JOB RESPONSIBILITIES:**

- MS- Excle (Ms Office)
- Purchase & Sales, Tally Entry,GST
- Debit & Credit Tally Entry
- Bank Transaction,Reconilation /Bank Tally Entry
- GST Working (Invoice ,Challen,Rate PO,Check B/S,GST Check
- Suppliers,Created E-way Bills)
- Peety cash Tally Entry, Accounting Final, Audit Final
- MIS Report Created
- Income Tax, Filling Of Returns
- Cash Book Handling
- Public Financial Managament System (PFMS) Software Handling

➤ **PERSONAL DETAILS:**

- Full Name : Bhushan Dhanraj Patil
- Date of Birth : 18 September 1991
- Gender : Male
- Nationality : Indian
- Languages : English, Hindi, Marathi
- Address : Plot no 58/6, Manas Apartment, Adarsh Nagar, Jalgaon, 425001
- Hobbies : Playing Cricket, Traveling.

➤ **DECLARATION:**

I hereby declare that all the information given above is true according to the best of my Knowledge and belief.

Sir , I assured my best services to your esteem organization.

Yours Faithfully

Bhushan Patil