



Dipakbhai Josephbhai Pateliya

Permanent Address : A/34, Bariz Avenue, Nr. St. Xavier's School, Chavdapura, Jitodia, Ta & Di-Anand, Gujarat, India-388001.
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PERSONAL DETAILS

Name : Dipak Josephbhai Pateliya
Religion : Christian (Catholic)
Date of Birth : 10th June 1985
Languages Known : English, Hindi, and Gujarati.
Hobbies : Watching Cricket, Listening to movie songs.
Marital Status : Married.
Wife : Teacher
Children : 1- Son

OBJECTIVE:

To Grow and work an Organization if Repute, I am smart working Young man capable of working individually as well as in-group. Able to mix with any type of community and maintain good relationship, further more I am very confident about one thing that whatever I do, do in the best possible way. I put in sincere efforts and try to fulfill the duties assigned to me. I believe there is no short cut to success and the only way is through hard work and Sincerity. And I always like to be practical in all aspects of my life.

Skills:

Capacity to do work with good efficiency. Dedicated to exceptional customer service able to give good result in work by offering service beyond expectation.

EDUCATIONAL QUALIFICATION:

- B.Com: I have done B.com. From Gujarat University in 2007.
- I have done Management in Tourism & Airline from Asia Pacific Institute of Management, Ahmedabad in 2008.

COMPUTER KNOWLEDGE:

- M.S. Word, Excel and Tally
- Sat-Vat ,Easy Office, Easy GST, Compu GST, Clear Tax GST, Tax Cloud Software
- Computerized Reservation System-Galileo

WORK EXPERIENCE:

- 1. Charuttar Education and NavrachanaTrust –Anand
(Dr. Jivraj Mehta Institute of Technology)
Designation: Sr. Accountant
From 11th May 2021 to 31st January 2024**

My Work Area was daily tally data entry, Collect Student Fees, prepare monthly report, prepare Cash Voucher, bank reconciliation, documents filling, printing, scanning, and finalize tally data on monthly basis for TDS and End year for Audit.

- 2. Late J P V C Trust – (Mother Care School Bhumel)
Designation: Accountant
From 1st March 2020 to 10th May 2021**

My Work Area was daily tally data entry, prepare Voucher, bank reconciliation, documents filling, printing, scanning, and finalize tally data on monthly basis for TDS and End year for Audit.

- 3. Thakkar & Patel Chartered Accounts, Anand
Designation: Tax Assistant
From 17th Nov 2014 to Continue 29th Feb 2020**

I have filled VAT Return, VAT Audit, Service Tax Return, GST Return, GST Audit, Income Tax Return, Company Registration, Company Annual Compliance, and Import & Export Code Registration.

- 4. Sanjay N. Patel & Co., Anand.
Designation: Accountant
From 10th Oct 2012 to 15th Nov. 2014.**

I have done data entry for various business accounts in Tally ERP 9

- 5. Air India Air Transport Services Limited.
Designation: Jr. Customer Agent
From 29th June 2011 to 30th Aug 2012**

I had worked in Air India Air Transport Service Limited as a Jr. Customer Agent (Ground Staff) at International Airport Ahmedabad worked with Singapore Airline & Air India.

Following was the Job Profile:

- All kind of work like Floor walking, Check-in counters, Baggage Make up area, Baggage break up area, Ramp, Boarding Gate, Arrivals, Inside Gate Boarding, Cashier.

- 6. Karnataka Commercial & Industrial Company Pvt. Ltd.
Designation: Sr. Traffic Assistant
From 16th November, 2006 to 15th of June, 2011**

I had worked in KCIC Pvt. Ltd, contract basis as a Sr. Traffic Assistant (Ground Staff) at Ahmedabad International Airport with Kingfisher Airline, Kuwait Airways, Singapore Airline, Air India & Air Arabia.

Following was the job profile:

- All kind of work like Floor walking, Check-in counters, Baggage Make up area, Baggage break up area, Ramp, Cabin cleaning, Boarding Gate, Arrivals, Inside Gate Boarding, Cargo, Cashier.