

# **Alkesh Kailasrav Patil**

**Con:-9579466104**

**Email:**[alkeshkpatil89@gmail.com](mailto:alkeshkpatil89@gmail.com)

## **Carrier Objective:-**

*Experienced management executive who enjoy challenges seeking*

*Opportunity to learn and that will enable me to use my strong Organizational skills, and Ability to work well with people.*

## **Professional Experience :-**

- ***Magam Pvt Ltd at Nagpur:- from 12Feb 2020 to 22 Sep 2022***

*As a Account Executive.*

- ***Gajraj Infra Co. Pvt. Ltd.:- From Nov2022 to April 2023 As a Account executive.***

- ***Multiurban Infra services Pvt. Ltd. :- May-2024 as a Account Executive***

## **Educational Background:-**

- ***I Have Completed my M.com in March 2018 With 66.50***  
*From Ashok Vidyalaya Chandur Rly. Amravati.*
- ***I have completed Tally ERP 9.0 on April 2020.***

## **Languages Known:-**

- ***Marathi (R/W/S)***
- ***Hindi (R/W/S)***
- ***English (R/W/S)***

## **Keys & Responsibilities.**

- ***Good working knowledge in ERP.***
- ***Handling Invoicing & ewaybill.***

- *Audit and its management.*
- *Updating Of Ledger reconciliation On Daily and Weekly Basis.*
- *Cash Handling (Receivables and Payables).Bank Payments And Receipts,(Reconciliation)*
- *Updating Book of Daily Basis (Vouchering Posting And Their Supervision)*
- *Vendor payment management.*
- *Fixed Asset Management And Supervision,*
- *Preparation of Financial statement.*
- *Performing Book Keeping.*

### **Personal Details:-**

*Name : Alkesh Kailasrav Patil*

*Sex : Male*

*Date of Birth : 16/07/1989*

*Fathers' Name : Kailasrav Maroti Patil*

*Marital Status : UnMarried*

*Nationality : Indian*

*Religion : Hindu*

### **Mailing Address:-**

**Village: At:- Kotha F. Post:- Pimpalkhuta**

**Taluka:- Babhulgaon, Dist:- Yavtmal Pin:- 445101**

### **Extra Curriculum:-**

- *Well communicated with all the language known.*
- *Good knowledge in Computer applications.*

*I would be glad to provide any other information required by you*

**Place: Nagpur**

**Date: 15/12/2022**

**Thanking you,**

**(Alkesh K. Patil)**

