



PRIYAL PATEL

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Professional Summary

- To utilize my skills in Accounting Field and business development work with challenging job and higher responsibilities.

Skills

Presentation design	Budgeting
Account maintenance	Administrative support
Document management	MS Office
Project coordination	

Work History

02/2024- Till the Date

Junior Accountant

WAAREE QATAR WLL , DOHA, QATAR

- Maintained inventory of office supplies and placed orders.
- Perform regular reconciliation of bank statements, accounts and ledgers to ensure data accuracy.
- Maintain all records of Sales and Purchase of the company and all work related to banking work.
- Prepare invoices, ensure timely billing to clients, and track payments for services provided by the facility management department.
- Manage accounts and payables and receivables, ensure timely payments and monitor outstanding balances.
- Prepare and submit monthly , quarterly and annual financial reports in accordance with industry standards and company policies.

03/2023- 06/2023

Account Executive

SHAH AND KOTHARI BROS , VADODARA, INDIA

- Maintained inventory of office supplies and placed orders.
- Bank reconciliation and Petty cash handling.
- Maintain all records of Sales and Purchase of the company and all work related to banking work.
- GST Return filing

04/2021 – 08/2022

Account Assistant

CHERAIN CHEMICALS , VADODARA, INDIA

- Maintained inventory of office supplies and placed orders.
- Prepared summaries of insurance accurately and within required timeframes.
- Assisted in supporting assigned book of business, meeting performance requirements regarding production, quality and service.
- Maintain all records of Sales and Purchase of the company and all work related to banking work.
- GST Return filing

03/2017 - 03/2021

Account Executive Assistant

Saraswati Enterprise , VADODARA, India

- Filed paperwork and organized computer-based information.
- Handled incoming and outgoing mail, email and faxes.
- Screened personal and business calls and directed to appropriate party.
- Executed basic banking and bookkeeping tasks.

05/2016 - 11/2016

Account Executive

St. kabir School , VADODARA, INDIA

- Independently Handled all fee related work of all department.
- Maintain all account related work related school - bank reconciliation , petty cash and follow up of fees with students .

11/2014 - 02/2016

Admin Executive

Rollsun Marketing , VADODARA, INDIA

- Scheduled appointments and meetings, organized materials and prepared rooms.
- Handled petty cash , account related work .
- Making Tax invoice and , excise return and gate pass.
- Maintain expense records of all Sales person.
- Arrange employee engagement activities.

Education

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| 04/2014 | MBA, Human Resources Management, Gujarat Technological University , Vadodara |
| 03/2012 | Batchlor's of Commerce (B.com), Advance Accounting And Audit, Sardar Patel University , Vallabh Vidhyanagar , Anand |
| 04/2009 | Higher Secondary (12th Standard- Commerce), Gujarat Higher Secondary Education Board |