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Discovery Garden,

AL Furjan Metro

Dubai, UAE

AKASH PATEL

A Highly motivated and passionate professional with experience in accounts and sales, seeking an opportunity to contribute to a reputable organization. Eager to utilize skills in finance and accounting while embracing innovation, flexibility, and resourcefulness. Dedicated to professional growth and looking for a responsible role that aligns with my expertise and keen interest in financial management.

Experience

ACCOUNTANT EXECUTIVE

IENERGY NATURAL RESOURCES LTD | Anand, Gujarat

MAR 2023 – AUG 2024

- Transitioned from a sales role to an entry-level position in accounts, driven by a strong interest in finance and accounting.
 - Gained 1.5 years of hands-on experience in managing key financial and accounting functions within a coal trading firm.
 - Responsible for day-to-day accounting activities, including bookkeeping, and maintaining financial records.
 - Managed taxation processes, ensuring compliance with local regulations.
 - Supported the import process, handling logistics, documentation, and financial coordination for international transactions.
 - Collaborated with various internal and external stakeholders, including vendors, clients, and government authorities.
 - Assisted in financial reporting, contributing to the firm's financial buyback process and other necessary activities related to different stakeholders.
 - Developed strong organizational and communication skills through frequent coordination with cross-functional teams.
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UNIT MANAGER

NJ INDIA INVEST PVT LTD | Anand, Gujarat.

JUL 2022 – FEB 2023.

- As Unit Manager at India's largest distribution network, managed a team of 20 IFAs, 14 of whom I personally recruited and trained.
- My responsibilities included driving sales activities, recruiting new IFAs, and assisting them in achieving their targets.
- I provided initial and ongoing training, organized meetings for IFAs to enhance their understanding of the mutual fund market and supported them in client prospecting and relationship management. Additionally, I motivated my team to meet their sales goals while fostering continuous learning and professional development.
- And I have cleared NISM Certificate NISM-VA- Mutual Fund Distributor Exam from National Institute of Securities Market.

INTERN

Prime Co-operative Bank | Nadiad, Gujarat

JUL 2021 – AUG 2021.

- Assisted in day-to-day banking operations, providing support in customer service, account management, and transaction processing.
 - Gained hands-on experience with banking software and data entry, ensuring accuracy in financial records and reports.
 - Collaborated with team members to streamline administrative processes and enhance operational efficiency.
 - Supported the loan department in processing applications and preparing documentation.
 - Developed strong understanding of banking regulations and compliance requirements.
 - Key skills: Customer Service, Data Entry, Market Research, about my project, Banking Software, Compliance.
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EDUCATION

MASTER OF BUSINESS ADMINISTRATION

CHARUSAT UNIVERSITY, GUJARAT, INDIA

JUNE 2022

- Internship Project on Banking sector and hands on experience as a Intern
- CGPA 6.8

BACHLOR'S OF COMMERCE

SARDAR PATEL UNIVERSITY, GUJARAT, INDIA

OCT 2020

- CGPA 7.2

SKILLS

- Finance
- Accounting
- Bookkeeping

LANGUAGES

- English
 - Hindi
 - Gujarati
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