**Pravinkumar Patel**

9002 CHIMNEY ROCK RD G# 389 Houston, TX 77096 ■ Phone: 713-367-3879 ■ Email: plpatel567@gmail.com

Motivated and goal-oriented individual who likes to play with numbers in each and every thought of life. Seeking an entry level position which will benefit from strong mathematical, deductive reasoning, and problem-solving abilities that I bring along with honesty, hard work and determination in the Accounting and Financial Fields.

**EDUCATION**

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|  **CPA Exam Eligible Candidate** CPA Board, Austin,TX  **Master of Commerce (Accounting)**  Navgujarat Commerce College, Ahmedabad, Gujarat , India **ACCT 2301 - Accounting** **ACNT 1313 - Computer Accounting LL** Houston Community College, Houston, TX **ACC 3300 - Analysis of Financial Reporting** University of Houston Downtown, Houston, TX |  **2017****1982-1984****Dec 2002****May 2002** **Dec 2002** |

**WORK EXPERIENCE**

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| **ALCON Research Ltd. Houston, TX.** **BURNETT Staffing Specialists AT ALCON, Houston, TX** Work as an assemblerCoiling & Gluing of Manifolds for Testing and verifying.Assembling & Packing.Operating Machine and Labeling.Sealing of Arm cover Pouch.**Forex & Stock Market, Ahmedabad, India**Buy & Sell of equity stocks & an international currency.**Smoker’s Choice, Houston, Texas****Columbus Mini mart, COLUMBUS,TX****7/11 CONVENIENT STORE NUTLEY, NJ**Cash RegisterFinancially Reporting & Bank Deposit Maintaining and rotating inventory on shelves and in coolersCustomer ServiceKeep the store neat and clean**COMFORT INN, HOUSTON, Texas**Desk Clerk Cum Night Auditor Preparing Breakfast Table Clean USED Rooms through Housekeeping Staff **Atlas Sportswear, Jersey City, New Jersey** Inventory control supervisorReceiving & picking supervisorReceiving & Picking merchandise from different locations and supply to packing department**District Treasury Office, Ahmedabad, Gujarat, India**STATE GOVERNMENT OFFICE­ Govt.Check Writing and Issuing Clerk to All State Employee Office ­Staff For Their Pay and Bills. State Government Employee Bill Auditor Issuing GRANT in AID and Scholarship Check to SCHOOLS and COLLEGES. Maintaining and Disposal of Government Books /Records as a RECORD KEEPER. Issuing LOTTERY Tickets to Agent and Maintaining Records for Lottery Draw. Issuing Judicial And NON Judicial GOVT.STAMPS To STAMP vendor. Reconciling of Govt.Accounts and Books Under Various HEAD of Income and Expenses | **MAY 2017-NOV.2018****JULY 2015 – MAY 2017**  **DEC 2004-DEC 2014****Jan 2003 - June 2004** **JULY 1997-Aug 2001****JAN 1997-JUNE 1997****Aug 2001 ­- Nov 2002****FEB 1993-DEC 1996****SEP 1982-APR 1992**   |

 **SKILLS**

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| **Office Skills:** | Basic Computer Skills, Good command on Mathematics and Accounting. |
| **Languages:** | Fluency in listening, speaking, writing and reading English, Gujarati and Hindi. |

**References**

Available upon request