

Deepika Vijay Bahadur Singh

Udit Narayan Tiwari Chawl, Parsiwadi LBS Marg, Ghatkopar West, Mumbai – 400086.
| 8286039954 **Email** – deepikavbsingh@gmail.com

To work the challenging and competitive environment this could help me to deliver my potential towards the growth of the company.

Experience :

CA Articles | DEEPAK MEHTA & ASSOCIATES. 8 November -2015 - 10 April 2019

- Handle multiple areas in the nature of accounts, taxation, assurance, FCRA and FEMA.
- Handling all kinds of statutory, internal, management and operational audits, compliances under direct and indirect taxes including Service Tax, TDS, VAT, Excise, filing of ROCs, etc.
- Resolve them by comparing accounting entries and find out the root cause of it.
- Regular submissions/ postings to knowledge databases.
- Coaching and mentoring junior members of staff.
- Continuous monitoring of time and costs during the assignment.
- Establish & maintain good working relationships with clients.

ACCOUNTANT - STAR PAINTING WORKS JULY 2019 – till date

- Handling Tally ERP 9, EXCEL , GSTR3B and GSTR 1, WORD and regular update and reply for mail.
- Resolve them by comparing accounting entries and find out the root cause of it.
- Regular submissions/ postings to knowledge databases.
- Coaching and mentoring junior members of staff.
- Continuous monitoring of time and costs during the assignment.
- Establish & maintain good working relationships with clients.

Education

- Appearing for M.com from Mumbai University.
- Appearing for Appearing for CA inter.

- B.com graduate from Mumbai University with 64% in august 2015.
- Passes HSC from Maharashtra boarded with 61% in June 2012.
- Passed SSC from Maharashtra board with 68% in June 2010 .

Certification

- Basic Computer
- Ms-cit
- Tally Erp. 9
- K.P.R.O
- Typing (speed 30)

Skills & Abilities

- Good knowledge of MS Office (with an emphasis on MS Excel skills).
- Strong English communication skills (Oral & Written) .
- Quick learner and demonstrate adaptability to change.
- Open to travel on short and long term assignments.
- Willing to and capable of delivering under tight timelines, basis the business needs.

Personal detail:

Father Name: Vijay Bahadur Singh

Date of Birth : 23th October 1994

Nationality: Indian

Religion: Hindu

Place of Birth: Mumbai

Languages Known: English, Hindi, Marathi

Date :

Place :

(Deepika Vijay Bahadur Singh)