

DEEPAK

Add.- House No-1923 C-Block Jahangir Puri, Delhi-110033.

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Career Objective

To continuously lead and strive for excellence in the areas of taxation, accountancy & finance, thereby achieving organizational and personal goals.

Professional & Academic Qualifications

Course	University / Board	Institute
M.Com	IGNOU University	Indira Gandhi National Open university
B.Com	Delhi University	University of Delhi
Class XII	C.B.S.E	Sarvodaya Vidyalaya
Class X	C.B.S.E	Sarvodaya Vidyalaya

Professional Experience

Current Employment

- **Organization:** STANMAX Group
(A unit of Max Standard Stores Pvt. Ltd.)
- **Designation:** Senior Account Executive
- **Duration:** Since July 2017 to till date
- **Nature of Work Handling**
 - Purchase Booked, Make Payment, Accounts payable.
 - Branch Accounting and Reconciliation
 - Drawing up Bank Reconciliation Statement, MIS reporting, Book-Keeping
 - Debtor & Creditor Reconciliation and Handling Cash accounts.
 - Drawing up the GST data for Return Filing.(GSTR-1,GSTR-3B)
 - Data Matching With GST Portal to Book(GSTR-2A)
 - Validation of Monthly GST and TDS deposit.

- Closing books of accounts and financial statement, maintain day to day accounts, banking.
- Facilitate communication between vendors and operation & sites.
- Drawing up the Trial Balance, Profit & Loss Accounts.

Previous Employment

- **Organization:** Gomati Impex Pvt. Ltd.
- **Designation:** Accountant
- **Duration:** Since September 2016 to June 2017
- **Nature of Work Handling**
 - Preparation report, closing books of accounts monthly & annual, book keeping
 - Bank reconciliation and debtor & creditor reconciliation.
 - Company Staff Salary & Labour Payment.
 - Preparing Purchase voucher
 - Preparing Sale Invoice and Maintain Petty Cash

Key Skills

- General Accounting, Accounts payable and Accounts receivable.
- Bank Reconciliation/Account Reconciliation, book keeping and good at organizing documentation.
- Knowledge of Direct taxation and indirect taxation
- Prepare of Profit & Loss A/c
- Preparation of data for TDS
- Preparation of data for GST

IT Expertise

- **Operating Systems:** Windows 10, Windows XP, Perfect knowledge of computer
- **Software Packages:** Tally 7.2, 9.0, ERP-9 Well versed in utilizing MS office application including MS Word and MS Excel.

Extra Curricular Activities and Interest

- Watching Movies, Listening Music.

Salary Package

- **Current CTC:** 3.00 Lacs per annum
 - **Expected CTC:** Negotiable
 - **Notice Period:** 1 Month
 - **Total Experience:** 4 years
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Strengths

- Ability to work efficiently within deadlines and extreme pressure.
 - Optimistic and confident outlook toward life and self oriented.
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Personal Dossier

Father's Name : Late. Sh. Ramgopal
Date of Birth : 17th July 1995
Sex : Male
Languages Known : Hindi & English
Nationality : Indian
Marital Status : Single

Declaration

I **Deepak** hereby declare that all the information given above is true & correct to the best of my Knowledge belief.

(Deepak)