**Deepak Kumar**



S/O Sh. Aradaram Prajapat

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**APPLY FOR ACCOUNTANT & CO-ORDINATOR.**

**Career Objective**

Master of commerce with 9.4 years of experiences an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

**Technical Knowledge:**

MS-Office

Tally ERP and Tally 9.0.

CCC and RSCIT Course.

DTP (Desk top Publisher)

Internet users and based work.

**Work Experience:**

* **LUCKY SHIKSHAN SANSTHAN**

Accountant cum Cashier from (Aug 2014 to till date) {6 years }

Located: Jodhpur

* **B.L.BISSA & COMPANY**

Accountant cum Office Assistant from (Feb 2012 to till date) {2 years and 3 month}

Located: Jodhpur

* Filing of Income Tax Return.
* Preparing and analyzing accounting records and financial statements reports.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Filing of Vat Return.
* To assess accuracy and conformance to reporting and procedural standards of the reports.
* Studying the reports given by auditors and CA and submitting it to the Management.
* Filing of TDS Return.
* Filing of Service Tax Return.
* Preparing Final Account Statement.
* Filing of Income Tax Audit and Vat Audit.

**Previous Experience:**

* **Chopra Associates**

Accountant cum Office Assistant from (Jan 2011 to Jan 2012) {1 yrs and 1 month}

Located: Jodhpur

* Filing of Income Tax Return.
* Filing of Vat Return.
* Filing of TDS Return.
* Filing of Service Tax Return.
* Drafting Trust Deed & Partnership Deed.
* Preparing Final Account statement.

**Academic Qualification:**

* M.Com from JNVU, Jodhpur in the year 2013.
* B.Com from JNVU, Jodhpur in the year 2011.
* 12th from Rajasthan Board in the year 2008.
* 10th from Rajasthan Board in the year 2006.

**Personality Traits:**

* Excellent communication skills, Good Analytical Skills, Keen Observer.
* Trustworthy, Smart Working ability, Multitasked.

**Extra Circular activity:**

* Captain of College team in Cricket
* Chess Player
* Participate in Debate and Quiz Competition

**Declaration:**

I declare that the above information is true to the best of my knowledge and belief.

 

Place : Jodhpur Deepak Kumar : 9782242605