**Curriculum vitae**

***Mr. DEEPAK KUMAR***   
G Mail ID- [deepak19rbc@gmail.com](mailto:deepak19rbc@gmail.com)  
Contact No +91 9990621796

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| ***Objective :-*** |

I wish to work in reputed organization of internationals standard,   
work hard with designation to gain a good position in the organization to raise my status & in turn benefit the company with my competency knowledge.

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| ***Work Experience previous*** |

* 1 Year 6-month Experience Law firm in Rahul Bhardwaj & Co. As **ComputerOperator**.
* 2-year Experience Commercial Transport Co as Assistant Accountant

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| ***Work Experience present*** |

* Arjan Global Pvt. Ltd
* DESIGNATION:**Executive-Accounts & Commercial since September 2017**
* Current Salary (CTC): 17,920/- pm

**JOB DESCRIPTION:**

* Maintain day to day books of Accounts in Tally& reporting to senior accountant.
* Prepare Purchase order and Performa Invoice and send to supplier and distributors.
* Prepare Sales Invoice & coordinate to drivers for dispatch material to distributors on daily basis.
* Prepare monthly GST returns (GSRTR1 and GSTR3B)& file & TDS report & send to Manager- Accounts & Commercial
* Maintain all Accounting voucher entry.
* Handling account payable and account receivable,
* Bank Reconciliation Statement and Reconciliation of Debtors & Creditors every month
* Preparation MIS outstanding reports and provide to Manager- Accounts & Commercial
* Payment follow up from buyer.
* Prepare cheque of account payee.
* Prepare weekly MIS Inventory report & send to Manager- Accounts & Commercial.
* Coordinating daily right-time freight operation
* Excellent inventory and ordering skills
* Receiving order from sales man & dispatch right time.

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| ***Academic Qualification*** |

* 10th Pass from CBSE Board
* 12th Pass from CBSE Board
* Pursuing Graduation B. Com from Delhi University.

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| ***Technical Qualification*** |

* ***Diploma in Computer Application Course (Basic & Internet)***
* Basic – Micro Soft word 2007, 2016 and 2020, Micro Soft Excel 2007, 2016 and 2020 Installed Applications.
* Internet – Mailing,Browsing, Downloading
* Tally ERP9
* Typing speed is more than 30 wpm

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| ***Profession Supporting Personality Traits*** |

* Friendly nature
* Team work
* Self Confidence

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| ***Strength*** |

Having good ability to face any of situations confidently and solving capability ofany type of official problem with power of knowledge and good conduct.

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| ***Personal Details*** |

Marital Detail : Single  
Birth Date : 01.01.1992  
Nationality : Indian  
Languages known : English & Hindi

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| ***Declaration*** |

I here declare that all the information provided by me is true to the best of my knowledge and belief.

**Place: - Delhi Deepak Kumar**