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| **SUMMARY** | | | | | | | |
|  | DEEPAK CHANDEKAR  *(DOB. 17/08/1992) Qual. B. Com*  +91 97 27 51 04 81  *chandekardeepak@gmail.com*  [*linkedin.com/in/deepakkumar-chandekar-*](https://www.linkedin.com/in/imran-mansuri-78687a68)*327ba775* | | | As an accountant, I am experienced in the financial functions related to the collection, accuracy, recording, analysis and presentation of a business, organization or company's financial operations. I can also deal with third parties, such as vendors, customers and financial institutions. | | | |
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| **PROFESSIONAL EXPERIENCE** | | | | | | | |
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| Dec-17 to Present | | **Accountant | Aegis Lifesciences Pvt. Ltd.| Ahmedabad, India** | | | | | |
|  | | **Job Responsibilities**   * Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations * Preparing and maintaining important financial reports and Finalization of accounting and filing GST return and TDS return * Preparing tax returns and ensuring that taxes are paid properly and on time * Evaluating financial operations to recommend best-practices, identify issues and strategize solutions, and help organizations run efficiently * Offering guidance on cost reduction, revenue enhancement, and profit maximization * Conducting forecasting and risk analysis assessments * Helping in the financial audits * Maintaining bank reconciliation statement * Preparing Exim document and supporting to the bank for GR release works * Export incentive schemes | | | | | |
| April-14 to Nov-17 | | **Assistant Accountant | Rajan Industries| Ahmedabad** | | | | | |
|  | | **Job Responsibilities**   * Filling GST and TDS return and finalization of accounting * Helping in the financial audits * Drafting the bank guarantee * Documentations for the bank CC enhancement * To prepare and submit stock statement to Bank * Maintaining bank reconciliation statement and export documents * Maintaining accounting vouchers in tally * Handling a petty cash | | | | | |
| June- 12 to Apr-14 | | **Account Executive | Jayveer Accounting | Ahmedabad** | | | | | |
|  | | **Job Responsibilities**   * Maintaining accounting vouchers in tally * Drafting the bank guarantee * To prepare and submit stock statement to Bank * Documentations for the bank CC enhancement * Filling VAT and TDS return and finalization of accounting * Helping in the financial audits * Maintaining bank reconciliation statement | | | | | |
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| **PROFESSIONAL SKILLS** | | | | | | | |
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|  | | * Tally | * MS Office | | * Taxation | * GST | * TDS |
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| **EDUCATIONAL QUALIFICATIONS** | | | | | | | |
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| April-2012 | | Bachelor of Commerce (Advanced Accounting/Aud.); Perc. – 53.11  *Gujarat University, Ahmedabad* | | | | | |
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| March-2009 | | H.S.C. (Commerce); Perc. - 71.86  *G.H.S.E.B., Gandhinagar* | | | | | |
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| **DECLARATION** | | | | | | | |
| I hereby declare that the above information is true and correct. | | | | | | | |

DEEPAK CHANDEKAR