

CERRICULUM VITAE

DEEPAK ANAND JAISWAR

NEAR R.T.O. OFFICE, OLD RAMABAI,
SAHAKAR NAGAR, ROOM NO – 621,
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OBJECTIVE:

To obtain a position in Financial Management that allows me to utilize my knowledge, skill and strength in the field of Accounts & Administration with a responsible & challenging carrier in a high growth industry/Organization with professional environment and good carrier growth contribution to the industry/Organization to the best of my ability.

EDUCATIONAL QUALIFICATION:

- SSC From Mumbai University in 2008.
- HSC From Mumbai University in 2010.
- BCom from Mumbai University in 2013.

SKILL & CAPABILITIES:

- Microsoft Word, Excel, MS office with good knowledge.
- Accounting software – Tally 7.2, ERP 9, Tally Prime.
- Taxation (Income Tax, TDS, & GST)
- Auditing of all fields.
- Import & Export

JOB EXPERIENCE

- 8 Years

PRESENT JOB

ROYAL ENGINEERING WORKS.

- Working as an Accountant & Supervisor.
- Seven year Experience as an Accountant Noble Outsource & Consultancy Services,

Jogeshwari (west) Mumbai 400102, From 13/07/2013 To 23/03/2020

JOB RESPONSIBILITIES:

- Maintaining day to day transaction of Companies/Firms.
- Verification & maintenance of Accounts Receivable & Accounts Payable.
- Writing books of Accounts (Journal Entry & Book keeping).
- Preparing Financial Statements Balance Sheet and Profit & Loss account.
- Hard working knowledge of Tally 7.2, ERP 9 and Tally Prime.
- Maintaining Stock account ledger
- TDS deduction from all sections.
- Sales & Purchase register & bills passing.
- Income Tax calculation, Income Tax returns of all categories.
- Deposit of GST Challan.
- Deposit of TDS Challan.
- Deposit of Income Tax Challan.
- Tax Audit & Internal Audit.
- Good knowledge of E-invoicing.
- Monthly Debtors & Creditors outstanding Report
- Preparation of Bank Reconciliation statement.
- Maintain Petty Cash.

STRENGTHS

- Positive attitude focusing on personal and organizational development
- Effective team player and a firm believer in the same.
- Self Motivated with integrity.
- Ability to set effective priorities in order to achieve immediate and long-term goals.

PERSONAL DATA:

- Father's Name : Anand Kumar
- Date of Birth : 23rd July 1991
- Marital Status : Married
- Nationality : Indian
- Language known : English, Hindi and Marathi

(Deepak Anand Jaiswar)