CURRICULAM VITAE

## Deekshith R

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**CAREER OBJECTIVES**

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

# EDUCATIONAL QUALIFICATIONS

* B.Com from Bangalore University in 2014.
* XII from S.J.R College, Bangalore in 2011.
* X from St. Joseph’s School, Bangalore in 2009.

# EXPERIENCE SUMMARY

* 1. VIALTO PARTNERS – Chartered Accountants Firm

Working experience of 2 years and 1 month as Paid Assistant from February 2015 to March 2017 and have worked in various areas as under:

* + - Team member in Statutory Audit, Tax Audit, and Internal Audit of various corporate and no-corporate entities.
    - Team member in Bank Audit.
    - Accounting of various organizations, both corporate and non-corporate, involving in manufacturing, trading and service sector over the training period.
    - Finalizing accounts and preparing Financial Statements monthly, quarterly, half yearly and at the end of Financial Year and preparing necessary documents for Audit of the same.
    - Compliance with both direct and indirect taxes of various organizations.

(Registrations, payments and filing returns of Income Tax, TDS, VAT, Professional Tax, Service Tax and GST)

* + - Computing and making payments of advance taxes on due dates.
    - Compliance with labour laws.
    - Compliance with Companies Act 2013. (Filing of various returns with ROC)
    - Compliance with scrutinizes under Income Tax and VAT.
  1. INTERNTIONAL GEMOLOGICAL INSTITUTE (I) PVT LTD – Industry – Laboratory (Grading and Education of Precious Metal, Loose Diamonds and Colour stones)

Working experience as Accounts and Finance Executive from May 2018 to Present and have worked in various areas as under:

* + - Accounting of day-to-day transactions of branch.
    - Vendor management – Processing of vendor bills for materials purchased and initiating payments for the same as per Purchase orders.
    - Receivables management – Preparing of Invoices, Credit notes and follow up with Clients for timely collections.
    - Monthly reporting of financial position of the Branch to the management.
    - Compliance with Professional Tax. (Payments and filing returns)
    - Finalizing books of accounts, preparing Financial Statements at the end of Financial Year and preparing necessary documents for Audit of the same.
    - Cash Management – Withdrawal of necessary cash from bank account and allotting the same to Employees as per requirement, verification of petty expenses with bills/invoices and accounting the same.
    - Updating Bank statements and Reconciliation on Daily Basis.
    - Annual Stock Reconciliation of Branch.
    - MIS & Reporting.
  1. RAO AND PRADEEP CHARTERED ACCOUNTANTS – Chartered Accountants Firm

Working experience of 2 years and 1 month as Paid Assistant from February 2015 to March 2017 and have worked in various areas as under:

* + - Team member in Statutory Audit, Tax Audit, and Internal Audit of various corporate and no-corporate entities.
    - Team member in Bank Audit.
    - Accounting of various organizations, both corporate and non-corporate, involving in manufacturing, trading and service sector over the training period.
    - Finalizing accounts and preparing Financial Statements monthly, quarterly, half yearly and at the end of Financial Year and preparing necessary documents for Audit of the same.
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    - Compliance with Companies Act 2013. (Filing of various returns with ROC)
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# TECHNICAL SKILLS

* Basic knowledge of computer.
* Working knowledge of MS Office. (Word, Excel, PowerPoint, Outlook and Access)
* Financial Accounting on Tally ERP.
* Working knowledge of software applications like Saral TDS and Saral Income Tax for various compliances.
* Basic knowledge of C programming language.
* Studied Computer Science as optional subject in class XI and XII.

# PERSONALITY TRAITS

## Hobbies

1. Listening music.
2. Travelling and bike riding.
3. Playing cricket, Table tennis and other games.
4. Photography, etc…

# PERSONAL DETAILS

**Current Location :** Bangalore

**Date of Birth :** 10th December 1993

**Gender :** Male

**Language Known :** Kannada, English and Hindi

**Marital Status :** Single

**Blood Group :** O +ve

**Permanent Address :** No.25, 1st Main, C Street, New Guddadahalli, Mysore Road, Bangalore Karnataka Pin code: 560026

I solemnly declare that the above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

**Place : Bangalore (DEEKSHITH R)**