

G DEEPIKA

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CAREER OBJECTIVE:

To work in an organization which provides good working environment and suitable position to apply my knowledge and experience and promotes learning opportunities and growth.

EDUCATION:

- **MSC (Statistics)** from Osmania University PG College, Hyderabad. 2020
- **BSC (Statistics)** from Siddhartha Women's Degree College, Kukatpally, Hyderabad. 2018
- **MPC** from Sri Gayatri Junior College, Chandanagar, Hyderabad. 2015
- **SSC** from Kallam Anji Reddy Vidyalaya School, Madinaguda, Hyderabad. 2013

SKILLS:

- **Tally**
- **GST**
- **Filing ITR'S of small Business**
- **Preparing Balance sheets**
- **MS-Excel**
- **MS-office**

WORK EXPERIENCE:

Organization: VASHISHTHA MANAGEMENT SERVICES PVT LTD. **June 2023 - Till date**

Designation: SR. Accountant

- **To Manage accounts of all the international customers.**
- **Verification of data of GST & NON GST customer in .NET software.**
- **Responsible for the day-to-day management of assigned budgets, transaction flow & account reconciliation to ledger.**
- **Preparing Balance sheets of firm & checking TDS (form 26AS).**
- **Coordinate monthly reporting responsibilities such as headcount reporting, payroll reconciliation.**
- **Caring below all Roles & Responsibilities.**

Organization: GVR ENTERPRISES.

April 2020 – May 2023

Designation: Accountant

Roles and Responsibilities:

- **GST filing, E invoice sale, accounts payable, accounts receivable, fixed assets, secure loans.**
- **Maintaining all documents of company.**
- **Preparing Balance sheets, 44AD & computations.**
- **Extensively worked on multiple requirements for clients and Management handled high volume of needs every day.**
- **Basis knowledge on ITR'S, TDS & TCS.**
- **GST input claiming, sales invoice & purchase invoice generated in tally.**
- **Raising Credit note & Debit note for requirement.**

- Bank reconciliation, loan liabilities, maintaining expenditure
- Every day assign work for employees.
- Maintaining the above process for 4 more business of managing partners. Like Crusher, Filling Station, Wines & Convention Center.
- Maintaining daily, weekly and monthly reports
- Work extensively with MS Office tools like Word, Excel, and Tally.

Organization: Sri Gayatri Jr.College.

June 2018 – february-2020

Designation: Mathematic Lecturer

Roles and Responsibilities:

- Teaching mathematic & shareing knowlledge of national curriculum guidelines.
- Maintaining classroom discipline.
- Assigning homework, grading tests, documenting progress and keeping up with parent communication.

PERSONAL DETAILS:

Father's Name:	G.NAGESH
Date of Birth:	26TH FEB 1997
Marital Status:	Unmarried
Nationality:	Indian
Language Known:	English, Telugu & Hindi

DECLARATION:

I hereby declare that the above stated particulars are true to the best of my knowledge and belief and given a chance to serve your organization, I shall do my best.

Date:

Place:

(G.DEEPIKA)