

# Deepa Ravindra Hiremath

## Excise Officer

Administer the process and influence the policies around it. A growth oriented and challenging career in an organization of repute, ethics and excellent work environment where I can exploit my skills and abilities to the fullest and optimize my personal and professional growth



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## WORK EXPERIENCE

### Accounts Officer

#### Techsun India Software Solutions

01/2020 - 06/2022

Mumbai, India

Information technology company which provides the computer hardware and software services to its several clients across India

### Accounts Executive

#### Chartered Accountant Services

01/2017 - 12/2019

Mumbai, India

Chartered Accountant Firm with Advisory, Audit & Assurance, Management Advisory, Consultation in Taxation, Economic and Other related laws and Transaction Advisory Services.

### Excise Officer

#### WEIR Flow Control

08/2015 - 11/2016

Hubli, India

Global designer, manufacturer and aftermarket services provider of engineered valves and pumps used in energy and broader industrial applications. It serves customers in the power generation, oil and gas, water and wastewater, mining, and industrial sectors.

### Accountant

#### Randstad India Pvt. Ltd

07/2012 - 07/2015

Hubli, India

Randstad is the global leader in the HR services industry. By serving as a trusted human partner in today's technology-driven world of talent

## CERTIFICATES

Computer Accounting, Tally ERP, MS Office & Admin  
(01/2012 - 03/2012)

## EDUCATION

### Bachelor of Commerce (BCOM)

#### JG College of Commerce

06/2009 - 05/2012

Hubli, Karnataka

### PUC/ 12th

#### JG College of Commerce

06/2007 - 04/2009

Hubli, Karnataka

### SSLC/ 10th

#### Vishwabarathi Girls High School

06/2006 - 04/2007

Hubli, Karnataka

## ROLES & RESPONSIBILITIES

Maintaining - RG-23A Part II

Updating Rejections serial no and reversing duty in M3panel

Preparing Monthly Report

Typing ARE-1 Documents

Updating Export Registers & MR

Anexure-19

Availing Cenvat seal on vendor bills by verifying GRN

Updating month wise Import Bill List

Updating Cancellation & also Reversal of GRN list

Domestic Invoice & Export Invoices

Preparation of summary as per bank statements

Preparation of balance sheet and P&L

Online Returns

## LANGUAGES

Kannada

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

## SOFT SKILLS

Verbal & Written Communication

Organization

Customer Service

Efficiency

Professionalism

Business Knowledge

Microsoft Office & Admin

## INTERESTS

Reading

Travel

Event Planning/ Hosting

Shopping

Gaming

Learning new things