CURRICULUM-VITAE

DEEPAK KR GAUTAM

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Rogan Gran, Delhi Gate,

Ghaziabad

CAREER OBJECTIVE

- To put all my skills and strength to learn and perform all duties efficiently and effectively and contribute optimally towards the growth of the organization.
- Use productivity, quality, creativity & innovation as significant tools to achieve work targets.
- To set new Standards of Performance.

ACADEMIC QUALIFICATION

Year	Qualification	Board/ University	Institution
2004	Class X	UP BOARD	S.S.D INTER COLLEGE GZB
2006	Class XII	UP BOARD	S.S.D INTER COLLEGE GZB
2009	B.Com.	CCS UNIVERSITY MEERUT	MMH COLLEGE GHAZIABAD
2015	M.Com	CCS UNIVERSITY MEERUT	MMH COLLEGE GHAZIABAD

ACCOUNTING EXPERIENCE

Working experience in accounting -

- 1- Books writing, Ledger review periodically, (AR) and (AP) management, All reconciliation
- 2- Regular basis general accounting record in accounting software,
- **3-** Passing and verifying expenditure of organization with proper & appropriate supporting of such expenditure.
- 4- GSTR1-GSTR3B- returns & ITC Reconciliation.
- 5- Preparation of TDS deduction and JV Enter record in accounting software
- 6- Bank Reconciliation
- 7- Client & Vender interaction & making follow up payment.
- 8- Maintain Ledger for sales Purchase.
- 9- Cash handling,

▲ I have experience of accounting in the following main organization-

• Shivalik Facility Mangment P Ltd Sec 63 Noida

Period: Jan 2021 to yet

Ajay Bath Collection Ambedkar Road Ghaziabad

Period: 2020 -2 021.

• M B Rubber Pvt Ltd SBD Indl Area Ghaziabad

Period: 20 11 -2 020.

1- In Accounts & Finance department-

- Check and verify each and every payment voucher, receipt voucher, cash payment voucher and any other voucher,
- To ensure the process of passing & verifying the invoices,
- To ensure the cash payment procedure,
- Inventory maintenance procedure,
- To be check the statutory payment periodically & etc.

2- In Purchase department (Purchase procedure)-

- Vendor checklist for obtaining quotation,
- Obtain quotation from vendors and prepare comparative quotation,
- Raised Purchase Order on the basis comparative quotation,
- Material received by the company and entered in stock ledger,
- Ensure who is authorized person for raised purchase order and approve comparative quotations & Etc.

3- In Sales & revenue department (Sales & revenue)-

- To ensure person who is authorized for sales,
- Customer relation management database,
- Rate list to be defined bymanagement with specified discount to customers,
- All revenue sources to be check and verify with supporting documents & etc.

COMPUTER LITERACY

- Office Tools: Well versed in MS Office & Excel
- Accounting Software: Working experience of Tally Erp.9 & Tally Prime, Busy, Finsys

COMMUNICATION SKILLS

Can Read, Write and Speak: English and Hindi

STRENGTHS

- Possess good written communication skills, with clear and preciseexpression,
- Always eager to learn and apply new skills,
- Believe in hard work and methodical approach,
- Highly trustworthy, discreet and ethical,
- Willingness to Work in a Challenging environment,
- Believe in teamwork and ability to gel in a team verywell.

PERSONAL DOSSIER

Date of Birth - 19.07.1984

Hobbies - Try to Increase my Knowledge always, Teaching and reading professional books.

Marital Status - Married

Father's Name - Lt. Shri Rajender Kr Gautam

Deepak Kumar Gautam