

CURRICULAM VITAE



Deepak Kumar Gautam
Pratap Vihar, Vijay Nagar,
Ghaziabad M No 7982151419

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Objective: To achieve self-satisfaction by working in a professional environment and to prove my worth by discharging my duties sincerely and upto my potential

Computer Qualifications

- Tally9.Erp, Tally Prime, Busy Softwear, Finsys Erp.
- Its Includes M.S Office (Word, Excel,)

Educational Qualifications

- M Com 2015 from CC.S University. Meerut
- B.Com 2009 from CC.S University. Meerut
- Intermediate 2006, From U.P. Board
- High School 2004, From U.P. Board

Employment History

Company Name	: Ajay Bath Collection
Position	: Accountant
Working Period	: Jan 2020 ,Till Yet
Job Profile	: M.S Office,
	: Tally9erp,

Company Name	: M.B. Rubber Pvt. Ltd
Position	: Accountant
Working Period	: Sep 2011 To Nov.2019
Job Profile	: M.S Office, Tally9erp,

Company Name : Rishabh Engineering Co.
Position : As Accountant
Worked Period : Jan.2010 To 2011
Job Profile : M.S. Word, Excel, Tally9erp,

Company Name : Key Insurance Co. P Ltd
Position : Software Operator
Worked Period : April2008 to May 2009
Job Profile : M.S word excel, Tally.7.2

Job Responsibilities

- GeneralA/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Accounts Receivable (AR),,Accounts Payable (AP)
- Generating Sales Invoices.
- Client & Vender Interaction & making follow-up for Payments.
- Making Reports as per Management Requirement.
- Follow Up with Local Bank for Banking Transaction.
- Bank Reconciliation & ledger Account Reconciliation.
- Making outstanding detail & follow- up.
- Making Cheques for parties.
- Maintain Ledger for Sales, purchase.
- GSTR 1, GSTR 3B, E_way Bill
- Any Docomandation Etc

Personal Details

Father's Name : Late Shri.Rajendra Kumar
Date of Birth : 19/07/1984
Gender : Male
Languages Known : Hindi,English
Nationality : Indian.
Parmant Address : Pratap Vihar,Vijay Nagar,
: Ghaziabad (U.P.)
Hobbies : Listening Songs,Current News
: Books Reading,Social Work,
Marital status : Married

(I Hereby Declare That All The Given Information is Right to My Knowledge)

Date :-

Place: - :

(Deepak Kr Gautam)

