

CURRICULUM VITAE

Deepak

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9, Durga Vihar phase 2,
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New Delhi-110043, India.

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Career Objective:

To achieve a challenging position and rewarding career in a well-established reputed organization in the field of Financial accounting that would offer me aspirational opportunities for the organization growth.

Career Interest:

To be an eminent and erudite in Industrial, Banking Projects.

Educational Qualification:

Qualification	Institute/College	Board/University	Year Of Completion
CBSE(X TH)	Heera Public School	Central Board of Secondary Education	2017
CBSE(XII TH)	Heera Public School	Central Board of Secondary Education	2019
Graduation (B.Com.)	SOL	Delhi University (SOL)	2022

Certificate course:

- “Tally Prime”
- “Tally ERP,9.0”
- Taxation

- **Typing Speed (45 WPM)**

Working experience: (Under CA)

- 6 Month work in a **CA Firm** in **GST Department**

Function skills:

Have knowledge of:

- Book keeping, Trading account and P&L account
- Preparation of Balance sheet.
- Cash Flow Statement.
- VAT, GST.
- TDS,TCS.
- Payroll, P.F., E.S.I, Bonus.
- Day to day transaction in Tally Prime,Tally ERP, 9.0 Flash such as Sale, Purchase.
- Journal, Receipt, payment, Contra, Credit card Adjustment etc.
- Bank Reconciliation, Party Reconciliation.
- Branch Accounting.
- Processing of Import Payment, Customs.
- Preparing Final Accounts, Balance sheet as per Companies Act Schedule III.
- **Tally - ERP,9.0, Tally Prime.**
- Good knowledge of H look up, V look up & Data validation in Excel.
- Comfortable with Internet.

Strength:

- Hard Working, Punctual, Focused and Result Oriented.

Hobbies:

- Like to watch Anime.

Personal Profile:

Name : Deepak

Date of Birth : 8 November 2001

Sex : Male
Marital Status : Single
Father's Name : Mr. Sanjeev Kumar
Nationality : Indian
Languages Known : English, Hindi.

I hereby confirm that all the information provided above is true is to best of my knowledge.

Date:

(Deepak)

Place: