**DEEPIKA MISHRA**

* **BATE OF BIRTH:** 14/02/2000
* **MARITAL STATUS:** Unmarried
* **ADDRESS:** AMRAIWADIGAO NEAR JOGNIMATA MANDIR
* **MOBILE:** 9831424886
* **G. MAIL:** [DEEPIKAMISHRA335@GMAIL.COM](mailto:DEEPIKAMISHRA335@GMAIL.COM)

**OBJECTIVE**

Basically I’m from Calcutta just 6 month before I’m shifted hear currently seeking to obtain the role of a Accountant in a company that provides account management and finance related services.

**EXPERIENCE**

TRANEE**•** • D GARODIA & COMPANY, CA FIRM KOLKATA

ACCOUNTANT**•** • HFC FOOD PVT LTD in ZOHO APPLICATION, KOLKATA

* Maintain day to day sale and purchase records
* Maintain vendor records.
* Maintain stock details.
* Maintain day book.

MAINTAIN PRODUCTION RECORD **•** PRODUCTION DEPARTMENT **•** JADE BLUE LIFESTYLE PVT LTD

* Maintain karigar record.
* Maintain day to day production.
* Try to achieve per day production target.

Drafting reports, letters, and emails as per instructions. Managing calendar which includes daily updating, monitoring & tracking appointments, taking care of communication needs of the production manager.

FOREIGN ACCOUNTING in ORACEL NETSUITE

* Maintain vendor records (ACCOUNTS PAYBLES)
* Bookkeeping
* Reconciliation
* Maintain Balance sheet

Drafting reports, letters, and emails as per instructions. Managing calendar which includes daily updating through OUTLOOK.

**EDUCATION**

* B.com honors from Calcutta University in the year 2020 with 56%.
* Higher secondary from west Bengal higher secondary board (WBHSE) in 2017 with 59%.
* Secondary from west Bengal secondary education board (WBSHE) in 2015 with 60%.
* Currently pursuing cost management accounting (CMA) affiliated to INSTITUTE OF COST ACCOUNTANTS OF INDIA.

**SKILL LANGUAGE**

**GOOGLE SHEET ENGLISH**

**EXCEL HINDI**

**OUTLOOK BANGALI**