

# **CURRICULAM VITAE**

**DEEPAK SHARMA**

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**ADDRESS- B-10 SAWAN PARK,ASHOK VIHAR  
P H A S E - I I I , N E W D E L H I  
N E W - D E L H I - 1 1 0 0 5 2**

## **Objectives**

To work in a professional environment where my skills, education and my work experience provide me,An opportunity for advancement and challenge to handle responsible post for career growth.

## **Education**

- » Xth from C.B.S.E
- » XIIth from C.B.S.E
- » B.B.A from MAHARISHI DAYANAND UNIVERSITY
- » M.B.A (FINANCE MANAGEMENT) from VENKATESHWARA OPEN UNIVERSITY (Pursuing)
- » 2 Year Advance Diploma in Executive Leadership from TECNIA INSTITUTE OF APPLIED STUDIES.

## **EXPERIENCE**

### **TOTAL 5 YEAR EXPERIENCE**

- » Currently Working With M/s **Ultra tech components (India) Pvt Ltd ( Manufacturing Unit)** as an Post of Account Assistant Till 2016.
- » Worked With M/s **AMS TOOLS PVT LTD (Trading Unit)** as an Account Assistant ,Back office Work ,Field Works From 2014 to 2016.



## **SKILLS**

- Purchase & Sales Bills Processing According To GST.
- Book Keeping
- Prepare Computation **GST Return** (GSTR-1, GSTR-2 ,GSTR-3B,)
- Monthly Wise Prepare Production, Consumption & Salary.
- Material Dispatch.
- Bank Reconsilation.
- All voucher entry.
- Cash Handling with Receipt and Payment.
- Reconciliation of Bank.
- Maintain Ledgers of all Parties.
- Maintain Staff Attendance & Prepare staff salary

## **COMPUTER AWARENESS**

- MS-OFFICE , BUSY 17, INTERNET & E-MAIL, BASIC ETC.

## **PERSONAL DETAILS**

Father's name:	Mr.Gopal sharma
DOB:	24-02-1993
Marital Status:	Married
Nationality:	Indian
Language Known:	English, Hindi
Strength:	Honesty, quality of being strong.

Date.....

Place.....

**DEEPAK SHARMA**