

DEEPAK KUMAR

E387 SHASTRI MARKET

SOUTH MOTI BAGH-II

NEW DELHI-110021

Contact nos.: 818640405

Email: Deepak.tyagi213@gmail.com

ACCOUNTANT: FINANCE & ACCOUNTS

INDUSTRY PREFERENCE: FINANCE & ACCOUNTING

PROFILE SUMMARY

1. 3 years of experience in Financial Accounting, planning & reporting in Health and Care industry
2. Hands on taxation compliance.
3. Resolving queries raised by auditors and Passing Report to Management and Auditor

AREAS OF EXPERTISE

- GST return.
- TDS return
- TDS payment
- Bank reconciliation
- Vender payment
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of general ledger.
- Preparing and presenting weekly and monthly management reports.
- Preparing MIS Report every day before the closing book.
- Controlling and maintaining Petty cash expense,
- Passing day to day accounting Entry
- Passing sale and Purchase Bill.
- Tracking Vender payment.

SAAMAG GROUP OF COMPANIES

AS ASSISTANT ACCOUNTANT

KEY RESULT AREA

- GST return filing.
- TDS Payment.
- TDS Return.
- Maintaining book of accounts.
- Bank and vendor ledger reconciliation.
- Resolving queries of the accountant under my observation.

**JULY' 20 to AUG' 18 WITH RICHFEEL HEALTH & BEAUTY PVT LTD.
AS REGIONAL ACCOUNTANT**

KEY RESULT AREA

- Responsible for the Day to Day accounting Work.
- Maintaining book of accounts.
- Bank and vendor ledger reconciliation.
- Resolving queries of accountant under my observation.
- Handling Petty cash.
- Monthly MIS.
- Inventory report.
- Expired inventory report.

SKILLS

- Tally
- MS word
- MS Excel
- CRM

EDUCATION

- B.COM from School of Open Learning Delhi University in 2015
- Diploma in Advance financial accounting from Lal Bahadur Shastri Training Institute.
- Pursuing CMA Final

PERSONAL DETAILS

Marital status: Unmarried
Date of Birth: 1st Dec 1992
Linguistics: English, Hindi
Nationality: Indian

DECLARATION

I Deepak kumar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date:
Place:

DEEPAK KUMAR