RESUME

DEEPAK

Email ID : deepakchsifi94@gmail.com.

deepakchsifi97@gmail.com, harishk112@gmail.com

Mobile No: - 8800533476, 9310762637

1419 PHASE-1, GAUTAMPURI, BADARPUR
New Delhi, 110044

CAREER OBJECTIVE:

Wish to have a challenging and growth oriented career in a progressive organization, where I can prove my qualification and skills and help to maximum extent in promoting business of the organization.

EDUCATIONAL CREDENTIALS

Result awaited in B.Com from IGNOU.

Completed (NIIT) Basic Computer from Arpana.

12th Passed from CBSE *Board* in 2016.

10th passed from CBSE *Board* in 2014.

SOFTWATRE QUALIFICATION

BASIC COMPUTER KNOWLWGE
- **Ms office(Ms-Word,Excel,Power-Point,Access) & Internet**
- **PHOTOSHOP**

EXPERIENCE

Total Work Experience: - (02 Year)

(1). Dev & Company (1.2 Year)
       At (Khanpur, New Delhi).

Designation:- ACCOUNTANT

KEY SKILLS.

- **Maintained and processed invoices, deposites and money logs.**
- **Provided journal entries and performed accounting on accrual basis.**
- **Account reconciliations, bookkeeping, accrual accounting, budgeting processes, and payroll.**
- **Accurate recording of all cash activity on a daily basis.**
- **Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.**
- **A team player with outstanding oral and written communication skills.**
- **Ensuring that the company's accounting records were accurate and complete through the maintenance of a framework of internal controls.**

(2). B Traders (08 Months)
       At (Shakarpur, Laxmi Nagar, New Delhi)

Designation:- ACCOUNTANT

KEY SKILLS.

➤
    Computed taxed owed by applying prescribed rates, laws and regulations.
➤
    Filling Income Tax Return.
➤
    Filling GST Returns.
➤
    Maintained up-to-date knowledge of tax codes, legislation and tax programs.
➤
    Prepared all documents related income tax and gst.
➤
    preparing accounts and tax returns.

➤   **preparing Sale, Purchase Data in Tally ERP 9**

PERSONAL PROFILE

- **Date of Birth**   **18 MAR 1997**
- **Father's name**   **MR. RAVINDERCHAUDHARY**
- **Gender**   **MALE**
- **Marital Status**   **Single**
- **Hobbies**   **PLAYING CRICKET AND**
                                               LISTENING SONG
- **Nationality**   **INDIAN**

DECLARATION

I do hereby declare that the above given information are true and correct to the best of my knowledge.

Date: ....   **Signature: ....**
Place: ....

                                               (DEEPAK)