

CURRICULAM VITAE

Deepak Kumar Verma

H-No-10, Lane No-05

Nihal Colony, New Palam Vihar

Gurgaon, Haryana.-122017

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Post Applied For: HR Mgr cum Accountant site & office

To earn and grow the organization and want to improve my abilities by serving best all of my capabilities.

PROFESSIONAL QUALIFICATIONS:

- **Master Program In Business Administration** from IIBM
- ✓ Major - Human Resources Management.
- ✓ Minor – Finance Management.

ACADEMIC EDUCATION:

- Matriculation From Bihar Board Examination, Patna in 2005
- Intermediate From Bihar Council Examination, Patna in 2008
- Bachelor of Arts From B.N.M.Univcity, Madhapura 2011

COMPUTER EXPOSURE/COURSE:

- ✓ Fundamental of IT, Ms-Windows, Ms-Dos, Ms-office, Ms-Excel, Ms-Power Point, Ms-Access, Multimedia, Page Makers, Corel Draw, Photoshop And Internet.
- ✓ Working on Tally 5.4, 7.2, 9.0, & Tally ERP 9, Shape Software.

CURRENT EMPLOYER:

- **BK Structural Contracts Pvt Ltd.**

The Company specializes in Civil Construction like industrial earthwork projects, site grading and site roads in industrial areas Construction of all types of buildings, traditional and concrete construction. Renovation of all types of buildings. Demolition of concrete and steel structures. Mechanical Construction like Installation of fire water sprinkler systems and irrigation systems. Installation of sweet and raw water pipe lines. Installation of sewerage pipe lines.

Current Assignment:

Working as **HR Mgr cum HO Accountant. With BK Structural Contracts Pvt Ltd.**

Working Duration; - From 01 March 2018 to till now

Job profile entails following major activities

- Office Administration:** Actively involved in office administration activities including general supervision of work staff and ensuring the smooth running of the office. Also monitoring the attendance for staff.
- ✓ Coordinating with administration and Facility Co-coordinators of the other branches through telephonic & E-Mail communication.
 - ✓ Maintaining a proper record of office and Printed Stationary.
 - ✓ Nurture a positive working environment
 - ✓ Oversee and manage a performance appraisal system that drives high performance
 - ✓ Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
 - ✓ Organize quarterly and annual employee performance reviews
 - ✓ Maintain employee files and records in electronic and paper form
 - ✓ Periodically site reports .
 - ✓ Verify convinces of filed boy.
 - ✓ HR related activities like recruitment and selection, performance appraisal, salary, wages and PF Administration etc checking.
 - ✓ Checking & verification the Bills of Labour Sub-Contracting & Vendors.
 - ✓ Site to site labour and staff payment.
 - ✓ Weekly Site Visit .
 - ✓ Company Profile Making & Editing.

Accounts; Bill Deatils Mentnice,

- ✓ Day to Day Transaction Record Keeping,
- ✓ Bills Checking & Passing,
- ✓ Departmental R/A Bills Checking,
- ✓ Bank Dealing & Preparation of Bank Book & BRS,
- ✓ GST Return, TDS Return & Balance Sheet Checking.
- ✓ Preparation of Journal Vouchers & Maintaining of Ledger and Store Materials Inward & Outward Checking
- ✓ All types (Site & HO) Exp Verification.
- ✓ Maintaining of Bank/Cash Book by Computerized
- ✓ Fund Management & Accounting Entry
- ✓ Reviewing & Verifying the Cash transactions & settlement of daily routine cash expenses.
- ✓ Ensure timely Payment to the suppliers depending upon the availability of funds in the company.
- ✓ Monthly report on collection of dues from the debtors and sending reminders to them for uncleared dues. Making age-wise report on dues from debtors.

Previous Assignment

- ✓ Worked with **M/s. ALOK GOEL & ASSOCIATE (F.C.A)** Delhi as a trainee one year.
- ✓ Worked with **J.K.ENTERPRIJES, NOIDA**, as a Accountant. Nine month's.
- ✓ Worked with **BKFC & Company**, as a Accountant. 2 year's.
- ✓ Worked with **BK Structural Contracts Pvt. Ltd**, as a Accountant. August 2012 to 30 June 2017.
- ✓ Worked with **Sobha Builders, Bangalore**, as a HR Mgr/ Site Accounts 01st July 2017 to Feb 2018.

My Role & Responsibilities:

- ✓ Documents Control
- ✓ Input and Output office material control with Record maintenance
- ✓ Letters and Courier dispatch handling
- ✓ Maintenance of Library and stationary materials
- ✓ Auto attendance system operations
- ✓ Day to Day Site Accounting.
- ✓ Petty Cash Handling
- ✓ Maintaining of Cash Book by Manually & Computerized
- ✓ Accounting Entry
- ✓ Site Working Report.
- ✓ Reviewing & Verifying the Cash transactions & settlement of daily routine cash expenses.

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PERSONALITY TRAIT:

- Strong Will Power ,Quick learner , Positive Attitude, Dedicated towards work, Hard Worker & Discipline.

EXTRA ACTIVITIES:

- Reading Book, Playing cricket, upgrading myself.
- Ca do any types of job which suits to my personality and intelligence.

PERSONAL INFORMATION:

➤ FATHER NAME	: Shishir Kumar Verma
➤ DATE OF BIRTH	: 25 Feb 1991
➤ SEX	: Male
➤ MARITAL STATUS	: Unmarried
➤ NATIONALITY	: Indian
➤ LANGUAGE KNOWN	: Hindi & English
➤ HOBBIES	: Playing and Reading
➤ PERMANENT ADDRESS	: Deepak Kumar Verma S/O- Shishir Kumar Verma Ward No- 17, Supaul Supaul, BR-852131

Present Salary: Rs. 4.56 Lac P.A. + Accommodation (Room +Transportation)

Expected Salary: As Per Company Norm.

Joining Period: 15 Day's

My Current Location: New Palam Vihar, Gurgaon- HR.

I hereby declare that above information are true and my best of knowledge.

Date:

Place: - Gurgaon

Signature:

Deepak Kumar Verma