

DEEPIKA KAUSHIK

Contact No.: +91 9871904629 (M)

Place: New Delhi, India

Email: kaushik.deepika087@gmail.com

To join an organization that can provide challenging goals and tremendous career growth opportunities. To evolve as a successful professional and at the same time get good experience by satisfying high demand of industry with hard work, patience and righteousness in your esteemed organization.

Location Preference: Open to work across the Globe

CAREER BENCHMARKS ACHIEVED ~

- Got enrolled in *Cost Accountancy* in June '09.
- Undertook *Article ship* and performed various cost sheets and compliance report, data entry in tally Erp9 , and other tasks.
- Graduated as a *Bachelor of Commerce* in May '09.
- Employed by *Jms & co* in September'12.

EMPLOYMENT DETAILS ~

From September'12 to Jan'14 with Jms & co as an Accounts Assistant.

From Feb'14 to till date with Delhi Grip consultant private limited as an Accountant.

Core Areas of Work and Responsibilities:-

- Managing accounting entries in tally ERP 9.
- Assist in finalization of accounts.

Income tax Matters

- Tax planning of individuals, firms, and companies.
- Computation of Total Income along with tax calculation according to Income Tax Act, 1961 for Companies, Firms, Trusts and Individuals.
- Preparation and e-filing of ITR for all above entities.

SCHOLASTICS ~

Examinations	Institutions	Year
Cost Accountancy	The Institute of Cost Accountant of India	ICWAI (Group-1)
		ICWAI (Group-2)
Bachelor of Commerce	Delhi University	2009
Senior Secondary	CBSE Board	2005
Higher Secondary	CBSE Board	2002

IT SKILLS ~

- Tally and other customized accounting packages.
- Highly Conversant with MS-Office Suite (Excel, Word, PowerPoint).

ACADEMIC ACHIEVEMENTS ~

- Secured 50% in ICWAI(Group-1) –50% and 53% in ICWAI (Group-2)
- Successfully accomplished 100 hours ICWAI Training course.

PERSONAL DOSSIER ~

Father's Name	: Mr. Ravinder kaushik
Date of Birth	: 20 th Jan 1987
Linguistic Abilities	: English, Hindi
Extra-Curricular Activities	: Listening Music and Travelling.