

Curriculum Vitae

DEEPAK KUMAR

Carrier Objective

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organization growth or development.

Key Skills

- Microsoft Word, Excel, Power, Outlook, ERP or Tally 09.
- Accounting and Balance sheet and Depreciation.
- Tally Manual, Tally 09 with GST
- GST returns or annual audit 3CB-CD
- Internal Audit for stock, inventory audit, physical
- Payment audit for HR, PF & ESI.
- Income Tax Returns, Computation, TDS, VAT and C-FORM.
- Customer care, Retention and Query/Request follow-up.
- Cash teller and management, Fund Flow, and accounting.
- Admin: Monthly Branch Billing, Petty Cash, and liabilities / expenses.
- Operational punching in ABF / SME / LAP products.

Academic Qualification

Kurukshetra University, Kurukshetra

- Pursuing Post Graduation (MA), Public Administration.
- Complete Graduation (BA), Public Administration, 2014-17.

Aptech Computer Education, Panipat

- Professional Accounting Course in accounting, 2014-15.

Victor Public Sr. Sec. School, Panipat

- Qualified 12th with an aggregate of 64%, Attended Non-Med. in 2014.

Vidhya Bharti High School, Sutana (Panipat)

- Clear 10th with an aggregate of 79.4% of marks subjected in 2011.
- Clear 8th with aggregate of 77.35% of marks subjected in 2009.

Corresponds Address: -

Gali no 11, Ladaut Road
Shastri Nagar, Rohtak
Pin – 124001, Haryana

Permanent Address: -

Gali No. 2 Sidharth
Nagar, Panipat
Pin - 132103, Haryana

+91 9306734311

Ds822136@gmail.com



Experience:

[11 Feb. 2019 – Current]

Branch Accounts and Operation • POONAWALLA FINCORP LIMITED
(Formerly known as Magma Fincorp Limit), Rohtak.

Profile: Cashier, Customer Care, Br. Admin and Operations in product -
Asset Based Finance (ABF) / Small Medium Enterprises Loan (SME) /
Loan Against Property (LAP).

[20 Dec. 2017 – 31 Jan 2019]

Accounts Audit • Sr. Auditor • RAJ OVERSEAS, Panipat

Profile: Internal Accounts audit with HR Payments and Stocks.

[10 Aug. 2016 – 15 Dec. 2017]

Accounts & Operations • Accountant • JAI JYOTI ELECTRICALS, Panipat

Profile: Accounts, Tally user with GST, Operation in HR.

[05 Jul. 2015 – 08 Aug. 2016]

Accounts and Operations • Accountant • CA Vijay Mittal, Panipat

Profile: Accounts and Income Tax, Vat and C-form. Operation in HL and
LAP.

Hobbies:

- Travelling, Reading Books & Short Stories.
- Work under Professionals, that knowledge always pursue.

Vocational trainings:

- Complete certification course in basic computer from Aptech, 2014.
- Complete certification course in smart accounting from Aptech, 2015.
- Anti Money laundering (AML) Course, Magma Fincorp Ltd. in 2021.
- Know Your Customer (KYC) Course, Magma Fincorp Ltd. in 2021.

Personality Traits:

- Hard worker & positive thinker.
- Willingness to learn new things.
- Disciplined & good etiquettes.
- Agreeable, cooperative, and capable.

Personal Detail:

Father's Name: Sh. Raj Pal

Mother's Name: Late. Smt. Nirmala Devi

Languages Known- Hindi, English.

Dob.: 15-11-1995.

Declaration:

All above information is correct to the best of my knowledge.

Name: Deepak Kumar

Signature:

