

CURRICULAM VITAE

DEEPAK KUMAR SAHU

1202/6, RoshanPura, Gurudwara Road,

Gurgaon (HR)-122001

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CAREER OBJECTIVE

To develop and apply skills, necessary for the growth of the organization, thereby creating avenues, for personal growth along with the organization. Highly focused and detail-oriented with an exceptional record of client service, able to manage multiple task of simultaneous projects with high efficiency and accuracy.

SYNOPSIS

*Currently working as Manager-Finance & Accounts at- ICK Hospitality Pvt. Ltd.
Comprehensive exposure of Tally ERP9.*

PROFESSIONAL EXPERIENCE:

Current Employer: Karma Chalets [A Unit of 'ICK Hospitality Pvt. Ltd']

Ho: 7, Green Avenue, VasantKunj

New Delhi (Delhi)-110070

Working Since:16-08-2017 to Till Date.

Designation: Manager-Finance & Accounts.

Company Profile: ICK Hospitality Pvt. Ltd is a leading Hotel & Resort with Restaurant.

JOB RESPONSIBILITY:

Finance & Accounts:

- ❖ Overseeing accounting function up to finalization of accounts.
- ❖ Maintain day to day financial control and ensure that all finances are properly administered and Credit Control.
- ❖ Take responsibility for overall management and delivery of the business plan.
- ❖ Handling accounting work involving preparation of reports of all transactions (MIS) and submission of the same to the management of the organization.
- ❖ Making vender payments and checking invoice in all respects before making payments.
- ❖ Preparation of Trail Balance, P & L A/C & Balance Sheet.
- ❖ Cash Flow & Fund Flow.
- ❖ Maintains accounting controls by preparing and recommending policies.

MIS, Communication & Back end Operations

- ❖ Submission of Debtor & Creditor Ageing reports on regular intervals to the management.
- ❖ Submission of Monthly MIS in terms of Sale, Purchase, Expenses etc. by department / Segment wise.
- ❖ Ensuring more Written Communications and Organizing complete File Information.

Budgets and controls

- ❖ Preparation of Budgets & Cash forecast based upon inputs received from Head of departments, HR & Marketing.
- ❖ Management of funds on the basis of above information, comparison with actual.

- ❖ Figures Calculating variances and to coordinate with various departments for taking required action.
- ❖ Keeping books of account as required for statutory audit / internal audit and making depreciation schedule, income details, expense details, details of creditors & debtors, details of current assets / liabilities, detail of taxes, confirmations, other details and finalization of accounts till sign.

Accounts Payable & Receivable

- ❖ Ensure complete, timely and accurate voucher posting in books.
- ❖ Ensuring timely deposit of all collection in bank and update of Bank Reconciliation on daily basis and managing the funds for further disbursement.
- ❖ Executing and monitoring verification of bills of Contractor, Supplier with regard to Purchase Order, Deduction of Advance, Credit Note and Debit Note all adjustment and periodic reconciliation of their accounts.
- ❖ Monitor account receivable balances and identify issues to account and sending emails & reminders for clearance of outstanding dues in a timely manner.
- ❖ Month end book closing as per the process, making all provision entries and Branch Reconciliation on Monthly Basis.

Taxation (GST, TDS)

- ❖ Reconciling data for GST.
- ❖ Filing returns of GST,eTDS.
- ❖ Ensuring timely deposition of all statutory liabilities e.g. GST,TDS,INCOME TAX, PF & ESIC etc

Previous Employer: WEST WIND RETAILS PVT LTD (Retailer)

LG-01, Moulisari Arcade, DLF Phase-III
Gurgaon-122002(Haryana)

Working Since:01-02-2015 to 15-08-2017. (2 Years 7 Months)

Designation: Manager-Finance &Accounts.

Company Profile:West Wind Retails Pvt Ltd is a leading Franchise Retail company Of BRANDS Like ADIDAS, REEBOK, LEVIS, LACOSTE, USI, ARROW & CK.

JOB RESPONSIBILITY:

- ❖ Prepare & Maintaining Books of Accounts of various clients.
- ❖ Bank Reconciliation, Party Reconciliation.
- ❖ Preparing of VAT, eTDS& Service Tax etc.
- ❖ Checking of bills Voucher Creation etc.
- ❖ Preparation of Trail Balance, P & L A/C & Balance Sheet.
- ❖ Cash Flow & Fund Flow.
- ❖ Co-ordinate with debtors & Creditors.
- ❖ Verifying all the Ledger A/c s & Preparing Concerned.
- ❖ Prepare MIS Reports Pulling data across store in branches.
- ❖ Tally'suploading all Sale purchase and General Voucher Etc.
- ❖ Maintains accounting controls by preparing and recommending policies.

3rd Employer:CJV INTERNATIONAL (Manufacturing Leather Footwear)

Plot No-196F, Pace City-II,Phase-VI, Sector -37
Gurgaon-122001(Haryana)

Working Since:01-10-2006 to 31-01-2015.(8 Years 3 Months)

Designation: Assistant Manager –Finance & Accounts

Company Profile: CJV International is a leading of manufacturer and exporter company Leather footwear's.

JOB RESPONSIBILITY:

- ❖ Prepare & Maintaining Books of Accounts of various clients.
- ❖ Bank Reconciliation, Party Reconciliation.
- ❖ Preparing of VAT, eTDS& Service Tax etc.
- ❖ Checking of bills Voucher Creation etc.
- ❖ Preparation of P & L A/C & Balance Sheet.
- ❖ Co-ordinate with debtors & Creditors.
- ❖ Verifying all the Ledger A/c s & Preparing Concerned.
- ❖ Maintaining of Attendance Register.
- ❖ Making of all Export documentation and shipping Planning also.
- ❖ Prepare MIS Report.

CA FIRM [Trainee]:
CHHABRA & ASSOCIATES

268G, Hauz Rani, Opp: Hans Enclave , Malviya Nagar ,
New Delhi-110017

SOFTWARE SKILLS:

- ❖ Tally 9.0 & ERP.9
- ❖ Webtele-TDS , GST.
- ❖ Package Known – MS Office & Internet etc.

EDUCATIONAL / ACADEMIC QUALIFICATIONS:

10 th from	Odisha in 1998
12 th from	Odisha in 2000
B.Com from	Odisha in 2003
MBA From	Sikkim Manipal University

PERSONAL DETAILS:

Fathers Name:	Raghab Chandra Sahu.
Permanent Address:	At-Palasa, Po-Chhayalsingh Via-Bonth, Dist-Bhadrakh(Odisha)-756114
Date of Birth:	04 th April 1983.
Nationality:	Indian.
Religion:	Hindu.
Marital Status:	Married.
Language:	English, Hindi & Odia
Personal Strength:	Hard working, Accept challenging works.

(Signature)

Place:**Gurugram**

Date: ____/____/____

Deepak Kumar Sahu