

**Deepak Modi**

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Email: [deepak.modi192@gmail.com](mailto:deepak.modi192@gmail.com)**OBJECTIVE**

To excel in the field of corporate Accounting, Finance and Taxation with an organization of repute that utilizes my knowledge to the optimum level towards achieving the goals of the organization with parallel opportunities for professional and personal growth.

**ACADEMIC QUALIFICATIONS**

Examination (Degree)	University/ Institution	Year of Passing
B. Com	Sambalpur University	2010
CHSE (+1 &+2)	Council of Higher Secondary Education, Orissa.	2004
Matriculation	ICSE	2002

**CAREER HISTORY:**

Company Details	Designation	Duration
<b><u>Agrawal R. K. &amp; Company</u></b> One of the accounting, taxation and audit firm in Raigarh, Chhattisgarh	Senior Executive	July,2019 – Till Date
<b><u>Tokyo Consulting Firm Private Limited</u></b> One of the subsidiaries of TCG in India. TCF India provides professional service in the field of accounting, taxation, payroll, HR, Legal and IT services.	Senior Executive	July,2015 – June,2019
<b><u>M/s Chawda &amp; Associates</u></b> One of the accounting, taxation and audit firm in Jharkhand	Audit Assistant	Mar,2010 to Jan, 2015
<b><u>M/s Chawda &amp; Associates</u></b> One of the accounting, taxation and audit firm in Jharkhand	Article Assistant	Oct,2008 to Mar,2010
<b><u>M/s K D Lath &amp; Co.</u></b> One of the accounting, taxation and audit firm in Odisha	Article Assistant	Oct,2007 to Sept,2008

## PROFILE SUMMARY

- Maintenance of overall accounting process
- Preparing and analysing accounting records and financial statements comprises Balance Sheet, Statement of Profit & Loss Account, Cash Flow Statement and Notes to Accounts.
- Processing of Payroll along with computation of Employee TDS, PF,ESI and Professional Tax
- Maintaining stock statement
- Preparation of Bank Reconciliation Statement
- Ensure payment to vendors as per the set process
- Computation of tax and preparing tax returns and ensuring compliance with payment and reporting for TDS and GST
- Ensure timely payment of all statutory dues (GST, TDS, PF, ESI, Professional Tax)
- Computation of Advance Tax
- Streamlining of Accounts Receivable and Payable
- Preparation of Fixed Asset Register
- Preparation of form 15CA & 15CB
- To do provisions for monthly, quarterly & yearly basis.
- Managing month end activities and preparation of MIS as per management requirement
- Preparation of E Way Bill

## COMPUTER & OTHER SKILLS

- Information Technology Practical Training course at ICAI Jamshedpur.
- Tally.ERP 9
- MS Office (Word & Excel)

## STRENGTH

- Time Management
- Strong work Ethics
- Communicate effectively inside and outside the organisation

## PERSONAL DETAILS

Father's Name	Mr. Bijay Modi
Date of Birth	14 <sup>th</sup> Feb 1987
Gender	Male
Marital Status	Married
Languages Known	Hindi, English, Oriya
Residence	HIG 9, Dindayalpuram, Raigarh, PIN – 496001, Chhattisgarh

## H. DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge.

Place: Raigarh

SIGNATURE

Date:

(Deepak Modi)