**CURRICULUM-VITAE**

Deepak Kumar Ray

264/c, Ashok Nagar,

Ranchi, Jharkhand 834001

Mobile No: - 9504203676

E-mail:- [dkroyara@gmail.com](mailto:dkroyara@gmail.com)

***Career Objective:-***

* To develop my capabilities and skills and use them to serve the organization with best of my efforts.
* To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career

***Key Skills-***

* General Accounting ,

(Excel, Tally.ERP 9, Accounts Reconciliation, and Ledger Conformation)

* Taxation

(TDS, VAT, CST, Excise, Service Tax)

***Job Experience:-***

* **Working as Accounts Executive since May 2014 in a group company of Divine Alloys & Power Co. Ltd. (Head Office) Ranchi Jharkhand**
* Raising of invoices to various customers including contractors,
* credit note, debit note, Money receipt,
* Perform Bank Reconciliation statement on monthly basis.
* Perform Sundry Debtor & Creditor Conformation time to time.
* Verifying & processing bills for payment to ensure TDS applicability.
* Maintain Financial Files and Records.
* Verify Stock Records/statement to bank
* Verify VAT, CST & Excise data/details before filing
* Maintenance of Bank Books and Ledgers of various parties.

* **Work 12th may 2013 to 2nd may 2014 in Enarch Consultants Pvt. Ltd. As Accounts Executive**

**My job responsibilities were**

* Was responsible for maintaining records for daily transactions.
* Keeping records of all contractors and their contracts.
* Making various reports for daily up gradation of records.
* Responsible for all Cash and banking entries
* Prepare of Reconciliation statement.
* Maintaining of all party Ledger A/C.
* Preparing Cash Flow Statement.
* Preparing Voucher for Payments.
* MIS (Management Information System)

***Academic Qualification:-***

* Graduation B.Com (Hons) From V. K. S U, Ara in 2013
* 12th (I.COM) From B.S.E.B, Patna in 2010
* 10th From B.S.E.B, Patna in 2008

***Technical Qualification:-***

* Diploma in Computer Application Six Month in Gurukul ITC, Ara

(MS- Word, MS- Excel, Paint, MS-Power point, etc.

* Operating System (MS DOS)
* Internet Operating
* *Certificate Course in Tally ERP.9.0*, Three Month **K.CC, Ara**

(Basic Accounting, Sale, Purchase, Cash & Bank Entry Taxation, Data Uploading, Error fixing, etc.)

* Typing Knowledge Typing Speed. 35. W.P.M.

***Personal Details:-***

Father’s Name: - Shri Prahlad Ray

Date of Birth: - 06-03-1992

Permanent Address: - Jagdeo Nagar (ARA) Jagdeo path

Dist-Bhojpur, Ara PIN No-802301

Language Known: - Hindi & English

Marital Status: - Married

Date

Place- Ara (Bihar)

(Deepak Kumar Ray)