**Mr. DEEPAK KUMAR**

**Date of Birth**  12th AUGUST 1990

**Nationality**  INDIAN

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**Address** GOVINDPURI, MODINAGAR (GZB.)

**ABOUT MY SELF** I ASPIRE TO DO JUSTICE TO MY WORK. I BELIEVE THAT HONEST EFFORTS FOR DOING A WORK NEVER GET WASTED. MY STRENGTH LIES IN MY PERSEVERANCE AND INTER PERSONAL SKILLS THAT CONTRIBUTE IN ALL POSSIBLE WAY TO ACHIEVE THE GOAL.

**CAREER OBJECTIVE** LOOKING FOR CAREER PROSPECTS THAT CONTRIBUTE TO THE ACHIEVEMENT OF ORGANIZATIONAL OBJECTIVE IN AN EFFECTIVE MANNER AND THAT LEAD TO MY CAREER DEVELOPMENT.

**PROFESSIONL EXPERIENCE**

2012 – 2015 WORKED AT ASSISTANT ‘SHIVA CONSULTANCY TAX AND LAW CONSULTANTS” ON FEB-2012 TO MAY 2015.

2015 - 2019 WORKED AT PAYAL ELECTRICALS AS JUNIOR ACCOUNTANT ON JULY-2015 TO DEC. 2019.

**RESPONSIBILITIES** MENTIONING ALL FINANCIAL RECORDS LIKE INVOICE, RECEIPTS etc.

VERIFYING BILLS & RECONCILIATION OF PARTIES.

 RECONCILING BANK STATEMENT AT THE END OF THE MONTH.

 PREPARING THE OUTSTANDING LIST OF DEBTOR & MAKING PAYMENT FOLLOW-UP.

 PREPARING CHEQUES, CASH AND BANK VOUCHERS.

 MAINTAINING CASH, BANK TRANSACTION AND ALSO BANK RELATED WORK COMPRISING ALL ELECTRONIC TRANSACTIONS.

 PERFORMING DAILY ENTRY OF ACCOUNTING.

 PREPARING CREDIT NOTE, DEBIT NOTE.

 KNOWLEDGE IN GST ALSO.

**COMPUTER PROFICIENCY**

BASICS (MS-Word, MS-PowerPoint, MS-Excel)

INTERNET CONCEPTS.

TALLY ERP-9.0.

**EDUCATION**

PURSUING M.B.A IN FINANCE

BACHELOR IN COMMERCE FROM C.C.S.UNIVERSITY.

MASTER IN COMMERCE FROM C.C.S.UNIVERSITY.

**LANGUAGES** English, Hindi

**PERSONAL INTEREST** Listening Music, Reading books

**DECLRATION**

I have by declared all above mention information is true & correct to the best of my knowledge.

DATE --/--/----

(DEEPAK KUMAR)