CURRICULUM VITAE



Deepak Kumar Mob-9717714678

Email Id : [deepakkumar2055@gmail.com](mailto:deepakkumar2055@gmail.com)

# Educational Qualification:

* B.Com from Delhi University in 2013
* 12th passed from CBSE in 2009
* 10th Passed from CBSE in 2007

# Other Qualification:

Knowledge of Tally ERP 9 ,MS Office

# Total Experience

7 Years and 7 Months

# Profile of Current Employer:

**Posted in** Building Material & Technology Promotion Council (BMTPC), Ministry of Housing & Urban Affairs, Govt. of India, Core 5A, 1st Floor, India Habitat Centre, Lodi Road, New Delhi – 110 003 through empanelled agency.(Collabera Technologies Pvt.Ltd.)

**Job Period:** Working as an Finance Executive with BMTPC since 01.11.2013 to Till date.

I have also worked as a trainee in a trading company of garments machines which has 12 branches all over India namely **IIGM Private Limited** for the period of 3 years i.e October 2010 to October 2013.

# Job Responsibilities:

1. Preparation of Final Statements i.e Balance Sheet, Profit & loss A/c, Receipts and Payments A/c and other schedules.
2. Branch Accounting & reconciliation
3. Maintaining of stock register & Fixed Assets register.
4. Settlement & adjustments of advances given to staff including imprest cash with staff.
5. Disbursement of salary and other payments to staff and vendors.
6. Calculation of Tax at the prescribe rate on salary including other benefits payable to employees.
7. Preparing details for filing of TDS Return i,e 26Q and 24Q
8. Filing of GST return
9. Deduction of tds at the rates notified by Government from time to time on the payments to vendors and and timely depositing the same to Government through online mode.
10. Arranging of documents and preparation of details for Income tax Scrutiny case.
11. Pass necessary entries as per 26AS
12. Making of vouchers & Passing the entries in Tally ERP 9
13. Maintaining the records of Manual books also.
14. Filing of Income Tax Return.
15. Co-ordination with auditors and clearing of objection/observation raised by the auditors.
16. Preparation of Bank Reconciliation
17. Co-ordination and reconciliation with creditors for their ledger matching, handling queries.
18. Maintaining the records of files concerned with Finance section.
19. Maintaining Accounts Payable & Accounts Receivable
20. Reconciliation of parties ledger
21. Providing the requisite information to the Management on monthly basis for preparing the Budget and for other essential objective.
22. Verifying ledger accounts & pass rectification entry

# Personal Information:

Name : Deepak Kumar

Father’s Name : Sh. Naresh Kumar Gupta

Present Address : C-35 Gali No.1/2, Opp. Prakash Electricals

Bhajanpura, Delhi-110053

Current CTC : 3,36,000/-P.A

Expected CTC : 4,00,000/-P.A

I assure that all the information given above are true to the best of my knowledge.



(Deepak Kumar)

**Place:** New Delhi

**Date:** 25.05.2022