

DEEPAK

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Career Objective

- To associate with an organization where I can utilize my knowledge, skill and experience in conjunction with the organizations' goals and objective.

Professional Experience

Establishment : Path Infotech Ltd
Designation : Accounts Executive
Tenure : September 2022 to present.

Key Resulting Area

- Day to Day Accounting- Like Purchase, Sales, Payments, Receipts, Credit Note, Debit Note.
- Reconciled GST with the book in respect of tax liability and prepared data for quarterly GST returns.
- Prepared reports in respect of petty cash, ensuring accurate documentation and reporting.
- Preparation of Trade receivable, Ledger reconciliation.
- Booking of reimbursement expenses.
- Responsible for various MIS Report for revenue analysis like Project wise revenue & receivable.
- Shared statements of account (SOA) with customers for pending payment reminders, improving collection efficiency.
- Filing of TDS returns.
- TDS reconciliation with 26AS,

Establishment : Maier+Vidorno Marketing & Sales Pvt. Ltd.
Designation : Sr. Accounts Executive
Tenure : November 2021 to September 2022

Key Resulting Area

- Handling complete Bookkeeping of 3 clients on daily basis.
- Preparation of Final Statements i.e., Balance Sheet, Profit and Loss Account and the accompanying Schedules.
- Monthly Reporting of Financials to the Foreign Management.
- Filing of GST Returns GSTR-1 & 3B on monthly basis.
- Filing of TDS Returns on quarterly basis.
- Day to Day Accounting- Like Purchase, Sales, Payments, Receipts, Credit Note, Debit Note.
- Monthly Payment of Statutory dues.
- GST ITC (Input Tax Credit) reconciliation from GSTR 2A and 2B.
- Responsible for monthly closing of revenue and expenditure and booking on the accrual's basis.
- Maintaining of stock & stock reconciliation on monthly basis

Establishment : NGC (CA Firm)
Designation : Accounts Executive
Tenure : January 2018 to November 2021

Key Resulting Area

- Responsible for Bookkeeping and updating records.
- Day to Day Accounting- Like Purchase, Sales, Payments, Receipts, Credit Note, Debit Note.
- Preparation of Trade receivable & Ledger reconciliation.
- Preparing GST Invoices and GST Returns, bill process and verifying payments
- Preparation of GST Return data for GSTR-1 and 3B and filing.
- GST ITC (Input Tax Credit) reconciliation from GSTR 2A and 2B.
- Filing of TDS returns.
- TDS reconciliation with 26AS,
- Finalization and filing of ITRs of individuals, Partnership firms and Companies.
- Debtors & Creditors ledger Reconciliation

Two-year experiences with One Direct Pvt Ltd as an Account Executive (from March, 2016 to December 2017)

Educational Qualifications

- Passed MBA from Amity University.
- Passed B. Com from Delhi University.
- Passed Senior Secondary Examination from CBSE.
- Passed Matriculation Examination from CBSE.

Software Exposure

- Application - MS-Office (MS – Word, MS – Excel, MS- PowerPoint).
- SAP, Xero, Sage Intacct,
- Tally Prime.
- Web E-Tax, Web E-TDS software of taxation.
- Compu TDS, Genius TDS software of taxation.

Personal Details

Date of Birth	:	23 rd Feb, 1991
Father's Name	:	Sh. Harnam Singh
Marital Status	:	Married
Interest	:	Travelling
Strengths	:	Flexible, Consistent, like to work in team
Permanent Address	:	House No-557, Street No-18, K-1 st Sangam Vihar, New Delhi 110062

Date:

Place:

(Deepak)