

## **RESUME**

### **DEEPESH BHATIA**

#### **CONTACT DETAILS**

**Address:** O-44, First Floor, Lajpat Nagar-2, New Delhi-110024

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#### **WORK EXPERIENCE**

- ✓ Working as a Senior Executive – Finance & Accounts at Shahi Exports Pvt Ltd from 03/04/2023 to till date.
  - ❖ Settlement of Inward Remittances received from international buyers along with managing Export Data Processing & Monitoring System (EDPMS).
  - ❖ Preparation of Bank Reconciliation Statements (BRS) for foreign currencies (USD & Euro) and Indian Rupees (INR).
  - ❖ Arranging foreign currency and travel cards for international travel.
  - ❖ Transfer of Funds to Foreign Branch Office for the purpose of covering salaries and operational expenses.
  - ❖ Bank Account Management: Opening and closing of company accounts, including the completion of Know Your Customer (KYC) requirements for dormant accounts.
  - ❖ Generation of Electronic Bank Realization Certificate (EBRC) for the inward remittances received.
  - ❖ Preparation of Debtors' Management Information System (MIS) Reports & follow-up with the international buyers for the outstanding payment due.
  - ❖ The settlement of Packing Credit (PC) and the preparation of the company's fixed deposits are carried out by calculating the interest, tenure and assessing the funds required for working capital.
- ✓ Worked as a Finance Assistant in The Oberoi Group - Corporate Office -The Oberoi Centre of Excellence (EIH Limited) from 14/02/2022 to 29/03/2023.
  - ❖ Send invoices to credit-listed guests (bill-to-company) and follow up for timely payment.
  - ❖ Ensure the accurate settlement of the General Ledger for guest accounts.
  - ❖ Process and settle commission payments for both credit and non-credit travel agents..
- ✓ Worked as an Intern (Accounts & Taxation) at Murari Mishra & Associates Chartered Accountants from 11/06/2020 to 11/02/2022.
  - ❖ Audit & Assurance: Conducting stock audits and payroll audits, verifying vouchers, and reviewing expenses, deductions, and income documentation for accuracy and compliance.
- ✓ Worked as a Process Associate (Accounts) in Heka Support Services Pvt. Ltd. From 02/12/2019 to 28/02/2020.
  - ❖ Accounting of travel performed through air, sea & road for the international client.
- ✓ Worked as a Trainee at Crowne Plaza Today New Delhi Okhla – An IHG Hotel from 07/06/2018 to 25/07/2018 in the operational area of Finance (Training part of MBA – 2017 to 2019 Curriculum for 7 weeks).

#### **Assessor's (Assistant Financial Controller) Overall rating as per Summer Training Appraisal Form: A**

- ❖ Preparation of Discounting Report with reasons.
- ❖ Calculation of Employee Medical Reimbursement
- ❖ Preparation of Food & Beverage wastage report.
- ❖ Preparation of cheques for payment to vendors after three way matching.
- ❖ Coordinate with the front office to ensure the timely receipt of documents, including credit/debit card payment slips and Bill-to-Company (BTC) guest confirmation documents.

#### **SUMMER TRAINING REPORT**

- ✓ Financial analysis of IHG undertaken at Crowne Plaza Today New Delhi Okhla.

#### **PROJECT DISSERTATION REPORT**

- ✓ Case study on Market Basket Analysis in reference to a Departmental Store.

#### **ACHIEVEMENTS AND AWARDS**

- ✓ Titled as 'Student of The Year' for academic year 2018-2019 in Periyar Management & Computer College.
- ✓ Awarded 'Perfect Attendance Award' for academic year 2018-2019 in Periyar Management & Computer College.

## **EDUCATION**

<b><u>Qualification</u></b>	<b><u>University/Board</u></b>	<b><u>Year of Passing</u></b>	<b><u>Marks</u></b>
MBA (Finance & Marketing) - Regular	Guru Gobind Singh Indraprastha University, Delhi	2019	CGPA: 8.73
B.Com (Prog.) - Regular	University Of Delhi	2017	75.84%
12th	Council For The Indian School Certificate Examinations, New Delhi (ISC)	2014	79.60%
10th	Council For The Indian School Certificate Examinations, New Delhi (ICSE)	2012	73.57%

## **COMPUTER PROFICIENCIES**

- ✓ Completed Diploma In Advance Financial Accounts from Lal Bahadur Shastri Training Institute (with 68.8%).
- ✓ Typing speed 55 words per minute (approx.).
- ✓ Having working knowledge of SAP, Viaseo, Amadeus, Tally, Ecobillz, Opera, Kyriba, IBM and Infor.

## **CONFERENCE ATTENDED**

- ✓ Participated in HR conference 2017- "Next Generation HR Practices (Version 2.0)" which was held in Periyar Management and Computer College.

## **EXTRA CURRICULAR ACTIVITIES**

- (i) Participated in PPT presentation on Digital India in P.G.D.A.V College (Eve.).
- (ii) Volunteered in Environment Fest "Srishti" which was held in P.G.D.A.V College (Eve.).
- (iii) SEBI visit – Financial Education Program (Participated).
- (iv) Was the main event coordinator in Fresher's Party which was held in Periyar Management and Computer College.
- (v) Volunteered and organized Alumni Meet which was held in Periyar Management and Computer College.
- (vi) Was the main coordinator in Management Fest (Ignite 2K19) which was held in Periyar Management and Computer College.
- (vii) Coordinated in placement activities in the year 2017-2019 in Periyar Management and Computer College.

## **CERTIFICATIONS**

- (i) Completed course of "Basic skill programme on financial markets" from Advance Institute Of Financial Markets & Research.
- (ii) Completed course of Introduction to SEO / Digital Marketing From NSIC.

<b>PERSONAL DETAILS</b>	
Date Of Birth	22/02/1996
Gender	Male
Nationality	Indian
Languages Known	English and Hindi

**Date:**

**(DEEPESH BHATIA)**