**DEEPAK PANDEY** G-839, Rampark Extn

Loni, Ghaziabad-201102

Nr. Cosmos Public School

E-Mail:- gdrpdeepak@gmail.com

Mob No: - **09555350551**

# **Career Objective:-**

To work in an organization that values hard work, sincerity and provides quality environment, which enriches my positive work attitude and provides me an opportunity to share ideas where my role exist.

**Professional Experience:-**

* Presently working with “**Shudh Garhwal Paneer Nirmata Sangh”** works as an Accounts Executive from **July 2013**.
* Worked with “**Libraw Pharma Regd**.” Form june 2011 to June 2013 as an Accountant.

**Roles and Responsibility:-**

* Billing & Taxation.
* Maintain Tally ERP & all version.
* Completing VAT/CST return forms/ filing online Vat/Excise Return.
* Monthly review on Bank statement and preparing Bank reconciliation Statement.
* Ensure timely processing of bills entry in Tally 9 ERP and verification of bills.
* Preparing details for Form C, H, I etc and Sales tax return.
* Preparing Export/Import Document and procedure of payment for goods Import outside India.
* Preparing of final Documents (Trading And P & L A/c, Balance Sheet).
* Verification of data in MS Excel & Word.
* Voucher entry in Tally.
* Excise & Income tax.

# **Academic Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year of Passing** |  |
| B.com Graduated | Delhi University | 2014 |
| Class 12th | C.B.S.E., Delhi | 2010 |
| Class 10th | C.B.S.E., All India | 2008 |

# **Technical Skills:-**

* Operating System : - MS DOS, Win 8, 7 & XP.
* Application : - MS-Office & Internet.
* Accounting : - **Tally ERP 9 & All version**
* Accounting : - S.A.N. Softwares

# **Personal Details:-**

Date of Birth **:** 18 March, 1993.

Sex **:** Male

Marital Status **:** Single

Language(s) **:** Hindi, English

Father’s Name **:** Girish Chand Pandey

Hobbies **:** Listening music, web browsing, watching movie.

Date:

Place: **(Deepak Pandey)**