



Application for the post of "Accounts officer / Accounts Auditor"

DEEPAK KUMAR SHARMA

"DEVARSHI LOK"

A-336, Triveni Nagar, Gopalpura Bypass

Jaipur-302018 (Rajasthan)

(kindly inform by E-mail or call)



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Passport No. : J-4101406 / File No. JPR A-01547810

Career Synopsis

Accomplished, results oriented and meticulous accounting professional executing functionalities in Accounting Industry with an enormous experience of over 20 years with abilities to prioritize and operate proactively. Exceptional in accounting operations which involves scrutinizing of ledger, salary work , PF, TDS, day to day Vouching with Day Book, BRS, cash book Maintaining, updating of debtors & creditors statements as per accounting policies & procedures. Skilled in organizing MIS on the basis of obtained data in par with organizational statutory compliance & submitting to management for scheduling future course of actions ensuring a good financial position for the organization. Interpersonal and analytical skills in corresponding with management, personnel, associates with an experience in successful management of diverse groups of people. Efficient in finalizing of balance sheet and dealing with bank transactions ensuring absence of erroneous data entries in the accounting statements by implementation of and adherence to approved company policies. Expertise in costing techniques and execution of operations by means of MS- Excel formulations within set budget constraints commending for reliability and trust worthiness by working efficiently under pressure.

Professional Responsibilities

- Responsible for finalization of balance sheet and carry out costing activities in MS- Excel as per accounting policies and procedures.
- Inspecting the ledger and preparing of depreciation statement in MS excel as per WDV method.
- Preparing of payroll sheet in MS-excel & Payroll Software and maintain Attendance Record.
- Preparing of bank reconciliation statement and MIS reports for submitting to management for decision-making purpose.
- Checking of day-to-day cash & Bank transaction and maintaining Record of closing stock verification & statement.
- Updating debtors-Creditors statement, Fee Collection Statement & reminders on daily basis and drafting of letter correspondence in MS word.
- Handling entire operations of cash management & banking work.
- Costing of per piece carpet in MS excel ensuring cost effective operations as per organizational statutory compliance.

Career Path :

Worked as an Asst. Accountant, HR Department in M/s. Jalan Synthetics, Varanasi, Uttar Pradesh

From 16.10.1994 to 31.03.2000
(leave due to CA Trainee Job)

Worked as an Accounts Auditor & Accounts Trainee in M/s. M.B. Gabhawala & Co., Varanasi, U. P. and others CA firm

From 12.04.2000 to 12.04.2008
(leave due shifting Jaipur)

M/s. A.K.Thukral & Co., Bhadohi Uttar Pradesh

Other Achievements in part time accounts job with various firm :

U.P. P. Corporation. Varanasi, Mirzapur, Azamgarh,
Union Bank of India, Sakaldiha, Saiyadraja, Sewapuri
Dr. Ishrat Lal Memorial Sunbeam School, Varanasi
M/s. Sindh Sewa Sansthan, Kanpur, U. P.
Pritam Khanna Rugs (P) Ltd., Varanasi
Bank of India, Mirzapur & Sultanpur
M/s Jayco Tyres (P) Ltd., Varanasi
M/s. Champo Carpets, Bhadohi
Allahabad Bank. Bhadohi
I.I.C.T., Bhadohi

Worked as a Chief Accounts officer & Accounts Auditor in NIMS University, Jaipur (Rajasthan)

From 14.04.2008 to 10.08.2009
(leave due to kids education)

Worked as a Project Accounts officer in Indian Institute of Health Management Research, Jaipur (Raj) (one year project)

Form 13.08.2009 to 12.08.2010
(leave due to one year project)

Worked as a Accounts officer with EMPCL , Jaipur & Hitech Agricare Private Limited for the post of Sr. Accounts officer (firm closed)

Form 15.08.2010 to 10.10.2013
(leave due to firm closed)

At present, I am doing job with Avanza Engineering Pvt. Ltd, Jaipur (Rajasthan) for the post of Accounts Manager

Form 15.10.2013 to To continue
(recently, notice serve for resignation)

I am also doing Part Time Accounts Job along with Prem Mandir Sansthan (NGO) Jaipur (Rajasthan) as a part accounts officer. From last seven years

Education

M.Com. (Co-Operation & Management)
From Purvanchal University, Jaunpur (Uttar Pradesh)

1998

Technical skills

Software \ tools
Payroll , TDS & Some Accounting Software
MS- Excel. MS-Word, Internet Job Work
Tally (all version) upto 9.2 ERP
Knowledge of Accounting Software of various bank & Industries

Good Command
Good Command
Good Command
Good Command

Personal Detail

Father's Name	Shri Sajan Kumar Sharma
Date Of Birth	08 th oct,1974
Marital Status	Married
Languages Known	English, Hindi, Rajasthani
Nationality	Indian
Personal Interests	Reading, Watching Movies, Net Surfing & Visiting Holy Places
Reference	Will be furnished upon request

DATE :
PLACE : JAIPUR

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