Resume



Deepak

Deepak.362344@2freemail.com

**Career Objective:**

A suitable position in Accounts & Finance where I can be in the part of a team of hi-caliber professionals thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization.

**Profile Summary:**

* A competent professional with 4+ years of experience
* An out-of-the-box thinker with proven track record of establishing processes, streamlining workflow and creating team work environment
* Excellent interpersonal skills with logical thinking and problem solving abilities

**Professional Experience:**

Organization : **Digital Future Solutions LLC**

Duration : **November 2016 - Till Date**

Designation : **Accountant**

Location : **Dubai, U.A.E**

Organization : **JK Brothers Technical Services LLC**

Duration : **March 2016 – October 2016**

Designation : **Accountant (Company closed due to legal problems)**

Location : **Dubai, UAE**

Organization : **GM Modular Pvt Ltd.**

Duration : **February 2015 – July 2015**

Designation : **Accounts Executive**

Location : **Bangalore, India**

Organization : **Frankfinn Institute of Air Hostess Training Pvt. Ltd**

Duration : **October 2012 – December 2014 & August 2015 – March 2016**

Designation : **Accountant**

Location : **Thrissur, India**

**Key Responsibilities Undertaken:**

* General A/c related work such as preparation of vouchers, record Keeping and accounting transactions
* Handling day to day Accounts in Tally.ERP9
* Petty Cash Management.
* Making outstanding details & follow- up.
* Follow Up with Local Bank for Banking Transaction.
* Creation of Sales order & Purchase order.
* Generating Sales Invoices
* Preparation of various reports.
* Making Cheques for parties.
* Client & Vender Interaction & making follow-up for Payments.
* Organization of fiscal documents

**Educational Detail:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***COURSE*** | ***YEAR OF PASSING*** | ***BOARD/ UNIVERSITY*** | ***% OF MARKS*** |
| B.COM | 2011 | CALICUT UNIVERSITY | 60 |
| PLUS TWO | 2008 | BOARD OF HIGHER SECONDARY,KERALA | 81 |
| S.S.L.C | 2006 | KERALA STATE BOARD | 77.76 |

**Certifications:**

* Completed Professional Accounting Training from IPA, an ISO 9001-2000 certified Accountant’s Training Institute
* Completed:
	+ - Tally.ERP9
		- Peachtree
		- Quick Book
		- M.S Office

**Prominent Commitment:**

* Strong interpersonal communication and commitment to team work.
* Commitment to excellence and the implementation of best practices in all areas.
* Realistic, hardworking, focused, proactive and adaptable to work environment

Declaration:

I hereby declare that the information furnished above is true to the best of my Knowledge.