**DEEPIKA**

[**DEEPIKA.367562@2freemail.com**](mailto:DEEPIKA.367562@2freemail.com)

**OBJECTIVE**

Looking for an entry level position as an accounting assistant to contribute to the company’s growth with my interpersonal skill and subject knowledge

**ACADEMICS SUMMARY**

* Pursuing CMA (cost management accounting)
* Masters of commerce from IGNOU
* Bachelor of commerce from Delhi University
* HSC (Commerce) from CBSE Board
* SSS from CBSE Board
* Certificate in Information System for Auditing and Cost Management (From ICWAI)

**SKILL SET**

Operating Systems : Windows 8, Windows 7, Windows Vista, Windows XP

Applications : Knowledge of Tally 7.2 & 9.0 ERP & ERP Software

: Knowledge of Ms-Office, MS Excel, Internet

: Knowledge of Sales Tax, TDS, Excise, Service Tax

**TRAINING UNDERTAKEN**

One month training on “basic accounts management” from Bharti axa Health Insurance

**WORK EXPERIENCE**

* Worked with the M/s VINOD GUPTA & Associates, Chartered Accountant, Delhi From may 2015 to oct 2015 (Accounts Assistant)

Job Responsibilities;-

* Preparation of invoice / Bills (Credit & cash bills VAT & CST Bills).
* Purchase Bills entries (Product wise, Size Wise, Range Wise, etc….
* Preparation of Debtors Reconciliation.
* Preparation of Creditors Reconciliation.
* Bank Voucher Entries / Cash Voucher entries.
* Preparation of maintain Ledger.
* Preparation of make Outstanding.
* To see all Sale and Purchase of Every Month.
* To maintain Stock Ledger.
* To maintain Salary Account.
* Deposit Vat & CST.
* Collection Report ( Daily / Weekly etc.)
* Worked with SYSKA Pvt.Ltd as Assistant Accountant from nov 2015 to sep 2016

Job Responsibilities;-

* Maintain day to day books of accounts in Tally,
* Maintain all type accounting vouchers entry,
* Maintain Journal Entry Sale, Purchase & exp invoice,
* Calculation of Monthly Sale Tax/ Vat , Services Tax & TDS Filling Returne,

**INTERPERSONAL SKILLS**

* Patience
* Can work for a long period
* Manage the stressed condition
* Problem solver
* Multitasking ability

**ACHIEVEMENTS:**

* Participated in the state VolleyBall Championship at School level
* Participated in the state Hand Ball Championship at School level

**DECLARATION**

I hereby assure you that all the information given above is true to the best of my knowledge.

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