**Deepak**

IT World Computer’s

E-Mail: Deepak.374322@2freemail.com

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* To hold position that entails leadership, hard work, perseverance, commitment and dedication.
* To render quality services in which my knowledge and capabilities are equally rewarded in relation to the company’s goals and objectives.

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**Highly Qualification:**

* Can work under pressure
* Willing to handle several task
* Can deal with deferent people

**Objective:**

To seek a challenging position within an organization and devote all my professional experience, qualification to the finest level to achieve toughest of goals, for the benefit of the organization and self.

**Career Profile:**

* Detail-oriented, efficient, and organized professional with extensive experience in administration and accounting systems
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Highly trustworthy, discreet and ethical
* Resourceful in the completion of administrative reports, effective at multi-tasking

**Work Experiences:**

* **Position: Director**

IT World Computer’s, Raj. India – Aug 2015 to till now

* **Position: BC Manager**

State Bank of India (Business Correspondence) Raj. India – Feb 2015 to July 2015.

* **Position: WH Administrator**

Sodexo Foodservice, Afghanistan – Under U.S. Army, From Nov 2013 to Sep 2014

* **Position: Administrator**

Supreme Foodservice, Afghanistan - Under U.S. Army, From 1 April 2009 to 23 Jun 2013

* **Position: Accounts Clerk**

S.K. Motors, (Nawalgarh, Rajasthan) India from Jan 2008 to Dec, 2008

* **Position: Accounts Clerk cum SUPERVISOR**

Adarsh Transformers Udhyog, (Jaipur, Rajasthan) India from Sep 2006 to June 2007

* **Position: Accounts Clerk**

Shekhawati Transformers, (Jhunjhunu, Rajasthan) India from May 2004 to May 2006

**Personal Profile**

Birth date: 10 Jan, 1986

Nationality: Indian

Sex: Male

Status: Married

Religion: Hindu

Languages Speaks: English & Hindi

Qualification: Bachelor of Commerce from Rajasthan University (INDIA)

Diploma: ACA (Academy of Computer Accountant) M.S. Office and Internet.

Computer Formatting & Software Installation

Catering: Servsafe (Food Protection Manager from ANSI)

Food Safety (Train for Food UK)

Training: BSC (British Safety Council)

Fire Warden

Passport # / Expiry R1528126 / 08 Jun 2027

**Skills**

* Ability to work in dependable, hardworking, under pressure with full potential, Enthusiastic and convincing highly motivated, Continuous learning, attention to detail and quality and teamwork. Good communication with Interpersonal skill. Well familiar with accounts software administrator’s task.

**Extra Curriculum Activities**

* Reading Books
* Playing and Watching Cricket
* Always love to learn new things

Reference & support document are available on request.

Deepak