**DEEPAK**

Email : **Deepak.375146@2freemail.com**

**CAREER OBJECTIVE**

To deliver the best to the organization I work for.

**EXPERIENCE SUMMARY**

* **Employer** **:** Anas Footwear, Kollam, Kerala, India
* **Designation** **:** Assistant Accountant
* **Duration** **:** 23rd September 2014 to 10th October 2017
* **Job Profile** **:** Manage and trace profits and losses for the business

Handle invoices from vendors as well as customers on daily basis

Prepare and process documents to disburse funds and make deposits

Preparing vouchers and making entries in computer

Manage and record company expenses

Ensure sufficient stock in warehouses

Prepare weekly and monthly financial reports

Ensure stock delivered to retail shops on time

Remind creditors on payments due

Prepare payroll for staffs.

**INTERNSHIP SUMMARY**

**Organization** **:** The Travancore Cements Ltd., Kottayam, Kerala, India

**Duration** **:** 3 month

**Work Profile** **:** Preparation of Financial Statements in MS Office and Excel, preparation

of cash payment vouchers, Provident Fund payments and online payments

and generation of chelan for ESIC.

**Organization** **:**  State Bank of India, Thiruvananthapuram, Kerala, India

**Duration** **:** 2 month

**Work Profile** **:** Study on urban financial inclusion - areas of weaknesses and suggested

improvements.

**Organization :** Reliance Fresh‚ Bangalore, India

**Duration** **:** One month

**Work Profile** **:** Undertaking in**-**store promotional activities, stacking products, record

goods receiving notes and check stock available using hand held terminal

**Organization :**  Reliance Communication, Cochin, Kerala, India

**Duration** **:** One month

**Work Profile** **:** Work in the open market and generate leads, introduce post paid plans to

corporate customers, sale of high speed data connection and postpaid SIM

card

**Organization** **:**  Chithira Suzuki two wheelers, Kollam

**Duration** **:** 4 Months

**Work Profile** **:**  Conduct sales promotion activities and create sales leads

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| --- | --- | --- | --- |
| **Course** | **Name of Institution** | **University/Board** | **Year of Passing** |
| MBA(Finance and Marketing) | T.K.M Institute of Management , Kollam | University of Kerala | 2014 |
| B.Com(Taxation) | S.N College, Chathannoor, Kollam | University of Kerala | 2010 |
| 12th Commerce | MDSHSS, Kottayam | HSE Board | 2007 |

**EDUCATION**

**PROJECT WORKS**

**Study on cost control and profitability:**

This project was conducted by me to study how the cost of production can be reduced and thereby profit can be improved. The study was conducted in The Travancore Cements Ltd. Kerala and the methodology used in the process is primary data collection method that is by preparing questionnaires and direct observation in the organization. Secondary data collection was through company website and annual reports. The study was conducted to understand how well cost control measures will impact in Profit making.

**COMPETENCIES**

* Dynamic and enthusiastic to new assignments.
* Innovative ideas and smart work with high degree of self-confidence.
* Works well under pressure, meeting required deadlines.
* Ability to manage and work well in a team, strengthening it & raising it to new heights.
* Adapts easily to changes and Prioritizes work quickly.
* Bright and cheerful personality with a positive attitude.

**LANGUAGES KNOWN**

English, Malayalam, Hindi, Tamil

**PERSONAL INFORMATION**

Date of Birth : 03rd October 1989

Gender : Male

Nationality : Indian

Visa Status : Visit Visa (Valid Till 07/02/2018)

Marital Status : Single

Driving License : Indian D/L

**REFERENCES**

Will provide on Request