

DEEPAK SINGH **KARKI**

Contact Information:-

Local Address:

HOUSE NO. 416, BLOCK-
J, MANGOL PURI,
NORTH WEST DELHI,
DELHI-110083

Permanent Address:

HOUSE NO. 416, BLOCK-
J, MANGOL PURI,
NORTH WEST DELHI,
DELHI-110083

Email Id:

deepaksinghkarki333@gm
ail.com

Contact No.

+91-9871173921

Personal Data:-

Father's Name:

SHRI JAGAT SINGH
KARKI

Date of Birth:

28 DECEMBER, 1995

Sex:

MALE

Nationality:

INDIAN

Languages Known:

HINDI & ENGLISH

Objective:

Seeking a position as an accountant where extensive experience will be further developed and utilized. Extensive experience to the credit.

Educational Qualification:

Course	University/Board
B.Com (Program)	Delhi University (School of Open Learning)
12 th	CBSE Board
10 th	CBSE Board

Computer Proficiency:

MS Word, MS Excel, Internet, FAS, Tally. Prime

Previous Job Profile:

6 Month Work Under Contractor for Marketing

Job Responsibility

- Daily Report of Working
- Free Supply of Products to Customer
- Advertise & Promote the Product

1 Year working in Bhupesh Khadaria & Company (C.A Firm) as a Account Assistance from Dec 2015 to Nov 2016

Job Responsibility:

- Maintaining of Bank Reconciliation, Sales Book & Purchase Book, Debtor and Creditor reconciliation
- Daly cash voucher prepare & entries.
- Bank Deposits, Payments
- D-VAT Return, H-Form & C-Form, DS2 Form

Presently working in SRSS AGRO PVT LTD as a Account Executive from Dec. 2016 to to till date

- Maintaining of Bank Reconciliation, Sales Book & Purchase Book, GST, TDS, Debtor and Creditor Reconciliation, Cash, E-Way Bill.
- GST Return (GSTR-1 & GSTR-3B)

Marital Status:
UNMARRIED

Interests:
PLAYING CRICKET

- Ledger Scrutiny
- Coordinating with Auditors for carrying out Audit.
- Maintaining the books of accounts up to finalization
- Checking vouchers with supporting documents.
- Payments in INR, USD, EURO, AED

Personal Traits:

- Ability to learn things fast.
- Takes responsibility.
- Friendly with an upbeat attitude.
- Self confident with positive mind set.

Declaration:

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place : DELHI

Date : 22.06.2022

Signature
