Deepak

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SUMMARY

Dedicated and detail-oriented accounting professional with 3.5 years of combined experience in both Corporate and Chartered accountancy (CA) firm environments. Skilled in preparing financial statements, conducting audits, reconciling accounts, and ensuring compliance with tax regulations. Proficient in tally accounting software with strong analytical skills to interpret financial data and deliver accurate reports. Proven ability to collaborate with teams to develop financial strategies, improve reporting accuracy, and enhance operational efficiency.

Professional Experience

**Sai Shreeja Cars Pvt. Ltd (MG) | Accountant | Feb 2025 – 31 May 2025 | Safdarjung Enclave, 110066**- Recorded and reconciled sales and purchase transactions, maintaining accurate financial records.
- Managed daily financial transactions, ensuring accurate recording and maintenance of accounts.
- Contributed to monthly and quarterly financial reports.
- Conducted bank, account, and GSTR reconciliations.
- Verified credit card statements and posted accurate journal entries.

**JSJ Associates LLP | Accountant Assistant | Oct 2023 – Feb 2025 | Lajpat Nagar - 110024**- Managed daily transactions, tax invoicing, and advance tax entries.
- Reconciled bank accounts and prepared financial reports.
- Filed GSTR returns and managed TDS payments using CompuTax.
- Filed ITRs for individuals and HUFs; assisted in ROC compliance.
- Supported audit preparations and documentations.

**Jagdish Chand & Co (Chartered Accountants) | Accountant Assistant | Mar 2022 – Aug 2023**- Supported financial statement preparation and reconciliations.
- Assisted in statutory audits and tax return preparations.

Education

M.Com | Uttarakhand Open University | 2024
B.Com (P) | Hemvati Nandan Bahuguna Garhwal University | 2020
Class 12th | Inter College Naini Danda (Pauri Garhwal) | 2017

Skills

- GST Filing (GSTR-1 & 3B)
- Income Tax & TDS Returns
- Audits
- Bank Reconciliation
- Tally ERP9 / Prime
- CompuTax
- MS Word, MS Excel

Other Details

DOB: 02-07-2000
Father's Name: Mohan Singh
Marital Status: Unmarried
Languages: Hindi, English