

Deepankit Shrivastava

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OBJECTIVE-

Seeking Job in an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use of my analytical abilities and professional competence in the areas of accounting, taxation and auditing so as to align self-development with organizational development.

EDUCATIONAL QUALIFICATIONS-

COURSE	COLLEGE/SCHOOL	BOARD/UNIVERSITY	COMPLETED YEAR
M.B.A (Finance)	NRI Institute of Information Science and Technology (NIIST)	B.U University	2020
B.COM (Economics)	Govt. Hamidia Arts & Commerce College	B.U University	2014
12 TH	New Wisdom Public H.S School	M.P Board	2010
10 TH	Adarsh H.S School	M.P Board	2008

PROFESSIONAL EXPERIENCE-

Experience of 4 Years as Senior Accountant in Shubhneet Business Solutions (Jan-2018 to Present)

Work description-

- Accounting, accounts recording, book keeping, maintenance of accounts & records and account's finalization.
- Individually Responsible for direct & indirect taxes like GST, income tax, TDS, EPF working & returns/form's filling.
- Create and file all Necessary tax and financial working and forms for the company.
- Manage all day to day activities.
- Preparation of various reports like, Debtor Ageing, Monthly Management report, cash flow, fund flow, Monthly Profit & Loss and balance sheet, provisional balance sheet and P&L a/c and other reports as per the requirement of management.
- Preparation of payroll sheets/register
- Ledger scrutiny on weekly basis and reconciliation of Journal ledgers, Sales & purchase ledger and bank accounts Weekly.
- Managing Retailer, Investigating and resolving enquiries of retailers/clients.
- Assisting in Monthly management report.
- Responsible for customers & debtors outstanding analysis and monitoring for effective management.
- Responsible for reconciliation of customer accounts, discount and incentives to ensure all the entries in ledger.
- Preparation of RERA certificates & RERA workings.
- Strong hold on Payment Forecasting and expenditure variance analysis with reconciliation.
- Co-ordination with the consultants such as tax auditors, direct/indirect tax consultants for tax audit, Indirect Tax, internal audit, tax planning, financial planning & direct & indirect tax assessments.
- Manage and supervise accounting team.
- Co-ordination with the vendors for purchases/purchase orders
- Co-ordination with banks to resolve the issue of customers and banking activities like letter of credit, cash credit limits, enhancement of loan & limits, and renewal of banking limits.

Experience of 6 Months as Account Executive in Win Win Veer Motor Co. (Sep-2017 to Jan-2018).

Work description-

- Responsible for accounting and recording.
- Individually Responsible of indirect tax (GST) returns and working.
- Accounts & record maintained under GST-stock register, input tax credit availed, output tax payable & paid.
- Preparation of various reports & summary
- Checking of various legal compliances and reporting defaults to manage whole system efficiently & effectively.

Experience of 3 Years as Audit Assistant in Saurabh Shrivastava and Associates (Sep-2014 to Sep-2017).

Work description-

- Accounts recording, book keeping, maintenance of accounts and account's finalization of multiple clients.
- Specialized in internal audit, tax audit, society audit, stock audit & departmental Audit.
- Individually Responsible for all direct & indirect taxes like income tax, VAT, ET, CST, entry tax, PT, GST, TDS, service tax, entertainment tax & PF returns/form filling.
- Direct & indirect taxes Assessments, department assessment, vat assessment & audit.
- Experience in concurrent bank audit & statutory audits.
- Experience in account & financial management, financial planning & reporting, fund management, & CMA / project reporting.
- Tax planning & consultancy, management consulting.

COMPUTER SKILLS-

- Specialized experience of 7 years in Tally (all version).
- Good command over MS Excel & Advance Excel, MS word and MS PowerPoint and internet.
- Knowledge of software's of income tax and indirect taxation.
- Knowledge of software used in bank including oracle, Finacle & bank link etc.
- English typing.

CERTIFICATIONS-

- Completed compulsory information technology training of one month conducted by ICAI in 2012.
- Certified orientation programmed conducted by ICAI in 2014.
- GMCS of one month conducted by ICAI in 2015

PERSONALITY TRAITS-

- Team player, co-operating and coordinating in a team environment.
- Quick learner adaptive to a situation.
- Initiative and ambit to excel.
- Good communication and writing skills.
- Loyal, trustworthy and confident person who believes in working efficiently and effectively.
- Proactive Nature.

EXTRACURRICULAR ACTIVITIES-

- Participation in blood donation camp organized by MPSACS in 2016.
- Participation in save water movement by dainik bhaskar in 2012.

OTHER INFORMATION-

Hobbies : Travelling, listening music, watching movies etc.

Strengths : My words & my work.

Motto in life : To achieve every goal in my life and to fully dedicate myself to my work.

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PERSONAL INFORMATION-

- **Father's name** : Mr. Anil Shrivastava
- **Mother's Name** : Mrs. Archana Shrivastava
- **Date of Birth** : 08th Dec. 1993
- **Marital Status** : Unmarried
- **Languages Known** : English, Hindi,
- **Nationality** : Indian

Declaration

I hereby declare that the all the statement made in above information is correct to the best of my knowledge & belief.

PLACE: BHOPAL

DATE :

SIGNATURE