

Deepika Phartyal

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Career Objective

Seasoned Accounts professional willing to work in an environment, which should be conducive to the growth of my knowledge, where I get to learn and add value to the organization and enhance my capabilities.

Work Experience

Executive

December 2021 - Present

Banbros Cunsulting, Noida

1. ESIC Registration & ESIC Return
2. Salary Sheet Preparation and record maintenance.
3. PF Registration & PF Return
4. TDS
5. Maintaining Office expense record
6. Managing office stock records

Executive

June 2018 - June 2021

H. S. Madan & Co., Delhi

1. Stock Maintenance.
2. Salary sheet preparation and record maintenance.
3. ESIC Registration & ESIC Return
4. TDS and Tax invoice generation.
5. Office expense record maintenance.

Educational qualification

B.Com

Delhi University , 2021

12th ,CBSE

10th, CBSE

IT Proficiency and Accounting Skills

1. Microsoft Office Word, Excel, Power Point
2. Internet Browsing
3. Tally (Purchase, Sales, Receipts and Payments entry, Reconciliation

with GSTR1 and GSTR3B)

4. GST (File GSTR1 and GSTR3B, Reconciliation with the 2A and 2B, Challan Generate, Tax Deposit)

Personal Skills and Strengths

1. Problem Solver.
2. Communication Skills.
3. Positive outlook.
4. Can cope up with different situations.

Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief.