



## Deepak Kumar

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### Middle Level Assignments

#### Accounts/ Taxation/ Budgeting

An analyst with expertise in strengthening companies to lead in highly competitive situations

Industry Preferences: Manufacturing/Construction

Location Preferences: Delhi/ NCR/ Uttarakhand/Mumbai/Pune/Chandigarh

### PROFILE SUMMARY

A competent professional with nearly 12 years of experience in:

- ~ **Accounts**  
**Indirect including GST)**
- ~ **Budgeting**
- ~ **Taxation ( Direct and**
- ~ **Resource Management**
- ~ **MIS Reporting**
- ~ **Fund Management**
- ~ **Stock Management & Verification**
- ~ **Company Law Matters**
- ~ **Compliance**

- Pivotal in managing all activities of finance & accounts like bank reconciliation, finalization of accounts, fund management & implementation of budget schedules
- Skilled in maintaining Management Information System (MIS) to generate various reports like overdue receivable & payables and keeping track on ledger & stock
- Proficient in managing accounting operations in compliance to the rules/regulation laid by governing bodies
- Possess experience in Sales, Purchases, Pay-Roll, Stores, Costing, Taxation and related matters
- A keen communicator with honed interpersonal, problem solving, negotiation and analytical skills

### AREAS OF EXPERTISE

- Administering maintenance of books of accounts, inclusive of P&L account, balance sheet and trial balance with the finalization of quarterly & year end accounts
- Formulating annual budgets and carrying out variance analysis to determine difference between projected & actual results and implementing corrective actions for the same
- Maintaining various ledgers and reconciliation statements e.g. bank reconciliation & credit reconciliation for analyzing the accuracy of books of accounts
- Developing the MIS reports & analysing the same to provide feedback to the top management on business performance e.g. monthly turnover, profitability and stability
- Preparing tax plans and ensuring timely assessment as well as filing of direct & indirect tax returns (TDS, VAT, Advanced Tax, Sale Tax & Service Tax) in compliance with Statutory Tax Act

### WORK EXPERIENCE

Since Jun'08

**Vaansa Hospitality & Infrastructure Pvt. Ltd., Delhi as Accounts Manager**

#### Role

- Overseeing the commercial and financial activities of the company
- Conducting negotiation with banks for financial assistance for setting up of new ventures
- Liaising with other management staff for the timely implementation of the project
- Calculating TDS on Salary, Contractors, Professionals and Rent & Return
- Developing suppliers accounts reconciliation & balance confirmation letter
- Coordinating with project manager and commercial manager and assisting them regarding accounting in the site solution
- Involved in the preparation of Project Cost Sheets and their profitability analysis, Invoicing, Reconciliation of Receivables & Debtors Ageing Analysis
- Ensuring compliance of Direct, Indirect tax and VAT requirements.
- Goods and Service Tax.
- Managing the finalisation of Inventory, Reconciliation of Creditors & Debtors ledgers.

- Working on the maintenance of Financial Accounts and handling Service Tax, TDS matters for the Group

### Accomplishments

- Accelerated the month-end closing process to the tenth calendar day of every month. Provide timely and accurate financial reports on operating entities and capital projects.
- Achieved cost saving worth INR 35 Lakhs through measures such as budgeting for more than 5 times
- Identified tax savings and risk reduction opportunities such as investment plans for consideration and implementation
- Recipient of 5 Award for 5 consecutive years in recognition of 10

### Jul'06 to May'08      **Excellent Build Tech Pvt. Ltd., Delhi as Accountant**

#### Role

- Coordinated with Statutory Auditors regarding audit and other matters
- Worked on accounts related work for Salary, PF & ESI
- Enter accurate data into all fields on the financial transaction creation screen;
- Record an accurate and thorough explanation of each transaction;
- Determine if funding is available and appropriate;
- Ensure that the proper amounts are entered;
- Ensure that any new account and fund linkages requested are appropriate;
- Resolve any questions which come to mind during the completion of the transaction, or are raised via on-line edits and related message;
- Retain supporting documents and provide such to the approver/reviewer as necessary.

### Jan'06 to Jun'06: Commenced career with Dilbag Rai & Co., Delhi as Accountant Assistant

#### ACADEMIC DETAILS

- M.Com. from Kumaun University, Nainital in 2006
- B.Com. from Kumaun University, Nainital in 2004

#### CERTIFICATIONS

- Diploma in IFRS-2015
  - DPTR from KPMG, Kolkata in 2014
  - CMA Inter in 2012
  - G.S.T. practitioner Training from MSME.
- MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES,

#### IT S

- MS-Office, Tally-ERP-9 updated version, all taxation software's like TDS, Income Tax, Service Tax, Sale Tax and Internet Applications

#### PERSONAL DETAILS

Date of Birth : 12<sup>th</sup> April 1983  
 Languages Known : Hindi & English  
 Address : House No.33-A, Street No.2, Block-D, Dayalpur Extn, Dayalpur, New Delhi-110094

joining details.  
 Total Exp: 12 years  
 Current CTC: 7,20,000/-  
 Expected Salary: As per Company Standard  
 Notice Period : 30 days  
 Current Location: Kamla Nagar, Delhi-110007