

CURRICULUM VITAE

PERSONAL DETAILS

Name	Deepika
Address	#3394/1 ,Sector-45 D, Chandigarh.
Father's Name	Mr. Bhim Sain
Date of Birth	16/07/1987
Gender	Female
Nationality	Indian
Languages Known	English,Hindi,Punjabi

OBJECTIVE

- To handle Responsibilities and challenging work that will increase my knowledge

and skills .I want to be a part of an environment that promotes team efforts and provides opportunity for value based growth as well as carrier advancement while making a significant contribution to the organization.

QUALIFICATION

- 10th from **C.B.S.E Board** in 2003 (**Chandigarh Baptist School**)
 - 12th Commerce from **C.B.S.E Board** in 2005 (**S.D School Sec 32 Chd**)
 - Graduation in **B.Com** from **Panjab University Chandigarh** in 2008
 - Post Graduation in **M.Com** from **Panjab University Chd** in 2010
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TECHNICAL QUALIFICATION

- Adequate Knowledge of Computer.
 - Knowledge of Tally 7.2 and 9.0 Version.
 - Full Knowledge of CA Package and CA Max Software.
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EXTRA CURRICULAR ACTIVITIES

- Took part in many dance ,quiz competitions.
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WORKING EXPERIENCE 6 YEARS 8 MONTHS

Worked at **Chartered Accountant's firm** ie (**Sachit Soni & Associates**) **Sec 35 C** as an **Accounts Assistant** .

Duties performed are Book Writing ,Managed all sort of queries and issues of Sale tax ,maintaining Daybook ,Cash book and all aspects related to Job work and Branch transfers ,calculated VAT,CST, TDS ,SERVICE TAX, ENTRY TAX ,maintained stock in hand on monthly basis and E-Filing of Sale tax returns .

Preparation of Bank Reconciliation statement.

Presently Working in ITFT COLLEGE as an Accountant .

Book keeping , Punching bills in Tally, Bank reconciliation , Handling Cash , Preparing Salary , EPF calculations , keeping record of Imprest and keeping fees record of students , had maintained the books of distance education centres of ITFT .

HOBBIES

- Listening to Music
- Driving.
- Cooking

STRENGTH

- Practical.
- Always ready to accept challenges

(DEEPIKA)

PLACE: