



DEEPAK RAJPOOT

PROFESSIONAL SUMMARY

Account Executive with 1+ years of experience organizing preparing facility reports, maintaining the utmost confidentiality. Possess in History and expertise in Finance. Looking to leverage my knowledge and experience into a role as Account manager.

EXPERIENCE

ASSISTANT ACCOUNTANT

I Have done Two year as an Account Training in Tax consultant Advocate.

ACCOUNTANT

*Presently work in **Green Exim** Exporter of Agriculture Products as an Accountant since 27-OCT-2021.*

- I handle all daily basis accounts work such as feeding for sale / purchase / cash voucher Etc.
- I handle all bank / cash related function such as payments transfer through RTGS / NEFT, Bank Reconciliation.
- I prepare tax payable details such as GST and TDS as well as monthly / quarterly return preparation.
- I do mails / Correspondence to parties regarding outstanding as per payments norms as well as other official affairs.
- Other work related Accounts.
- Maintenance Original Export bill.
- Other work related Account.

STRENGTH

Positive attitude, Self-motivated, Confidence, Supportive, Creative, Team work, Hard working & I always ready for all challenges

CONTACTS

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PROFESSIONAL QUALIFICATION

Manual Accounting

Computer Accounting with Tally ERP 9, Tally Prime

M.S. word, M.S. excel, PDF Acrobat, Internet, pivot Table

EDUCATION

High School

U .P. Board in 2015

Intermediate

U.P. Borad in 2017

B.Com

Dr. Bhim Rao
Ambedkar University
2022

DEPLOMA

ITI

From U.P.
Government ITI