

CURRICULUM-VITAE

Objective: To enter into a long term relationship with an organization where I can utilize my skills and contribute to the growth of the organization through my knowledge with your support. Seeking an employment in a growth oriented challenging environment.



DYING ALIVE IS AN ART AND THE REAL PURPOSE OF LIFE

PERSONAL DETAILS:-

⊕ Deepak Kashyap

⊕ S/o Sh. Har Shran Singh

MOBILE:-

⊕ +91-9027 80 9393

⊕ +91-9358 39 5658

EMAIL ID:-

⊕ dkashyap1947@gmail.com

⊕ indiaupmeerut@outlook.com

PERMANENT ADDRESS:-

⊕ Village : Kunkura

⊕ Post : Bana

⊕ District : Meerut

⊕ Pincode : 250001

⊕ State : Uttar Pradesh

LOCAL ADDRESS:-

⊕ Ganga Nagar

⊕ Meerut

⊕ Pin 250004

⊕ Uttar Pradesh

DATE OF BIRTH:-

⊕ 30 June, 1992.

:-CURRENT EMPLOYER:-

BALENI SUGAR LLP (SUGAR MILL) :-

ADDRESS: Village-Saidpur, Post-Dutt Nagar, Baleni, Baghat, UP

DESIGNATION: Finance Manager

PERIOD : Apr 23 To Till Date

RESPONSIBILITIES :

- Taking care of accounts work – Cash, Bank, Accounting and Factory mgmt. software.
- Handling all compliances related to accounts –GST, TDS, EPF and ESI etc.
- Maintain and handling annual GSTR-9 filled with all compliance, notice and cases.
- Ensures business processes, administration, and financial management and maintains accounting system.
- Leads planning and forecasting activities with business partners to achieve business and company goals.
- Prepare and Reviews financial reports and financial forecasts.
- Monitors financial details to ensure legal compliance and Supervises employees.
- Analyzes revenue, expenses, cash flows, and balance sheets.
- Assists management to make financial decisions and Investigates means to improve profitability.
- Maintains an accurate filing and record keeping system for all financial statements and company documents.
- Participates in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the business.
- Plan and coordinate administrative procedure and system to streamline processes.
- Handling all compliances related to E-Mandi, Cane Inspector Register and Bank Stock Report weekly, monthly and yearly basis, Transport and Security System etc.
- Taking care of payroll – Joining of Employee, Attendance, Deduction, Salary and F&F.

:-EMPLOYEMENT HISTORY:-

IIMT UNIVERSITY (ASSOCIATION OF MANAGEMENT STUDIES):-

ADDRESS: O Pocket & P Pocket, Ganga Nagar, Meerut City, UP

DESIGNATION: Assistant Manager (F&A)

PERIOD : Nov 21 To Mar 23

EXPERIENCE : 1 Year 5 Month

RESPONSIBILITIES :

- Plan and coordinate administrative procedure and system to streamline processes.
- Organize and supervise office activities (Recycling, Renovation, Event Planning etc.)
- Managing vendor management and issues.
- Handling all compliances related to admin – RTE, Transport and Security System etc.
- Handling all compliances related to accounts - PF, ESI, TDS, and GST etc.
- Taking care of payroll – Joining of Employee, Attendance, Deduction, Salary and F&F.
- Taking care of accounts work – Cash, Bank, Accounting and School Management Software.
- Maintain MIS report on monthly basis.
- Maintain financial issues – Budgeting, Funds and Projection.
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency.

GENDER:-

♁ Male.

HEIGHT:-

♁ 5.6"

WEIGHT:-

♁ 68 Kg.

BLOOD GROUP:-

♁ B Positive

NATIONALITY:-

♁ Indian.

MARITAL STATUS:-

♁ Married.

LANGUAGES KNOW:-

♁ English-Write-Read-Speak

♁ Hindi-Write-Read-Speak

STRENGTH:-

♁ Smart Capability.

♁ Self-Confident.

♁ Positive Power.

INTREST AREA:-

♁ Finance Manager

♁ Liaison Officer

TOTAL EXPERIENCE:-

♁ 12 Year

AMERICAN INSTITUTE OF ENGLISH LANGUAGE PVT LTD:-

ADDRESS: 179/5, Nai Sadak, Shashtri Nagar, Meerut. (Head Office - America)

DESIGNATION: Accounts Officer

PERIOD : Jun 2014 To May 2016 & Jan 17 To Oct 21

EXPERIENCE : 6 Year 11 Month

RESPONSIBILITIES :

- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
- Manage schedules and deadlines.
- Oversee facilities services, maintenance activities and tradespersons (e.g. Electrician, Carpenter and Plumber etc.)
- Ensure operations adhere to policies and regulations.
- Ensure that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Manage office general & administrative budget, ensure accurate and timely reporting.
- Plan in-house or off-site activities, like - parties, celebrations and conferences.
- Organize and supervise Other office activities
- Handle all compliance related to admin – Fire extinguisher, Building, ESI, Security System and Transport etc.
- Handle all compliance related to account - TDS, VAT, Service Tax and GST etc.
- Prepare payroll – Joining of Employee, Attendance, Deduction, Salary and F&F.
- Prepare accounts work – Cash, Bank, Accounting and School Management Software.
- Release e-challan payment accordingly – GST, ESI, TDS, VAT and Service Tax etc.
- Maintain MIS report on monthly basis.
- Maintain financial issues – Budgeting, Funds and Projection.
- Reconcile all account activities – Bank, Cash, Vendor, Supplier and Stock etc.
- Finalize account activities – Balance Sheet, Profit & Loss and Audit etc.

SAREEN SPORTS INDUSTRIES (TON MEANS SS):-

ADDRESS: Mawana road, Salarpur, Meerut.

DESIGNATION: Accountant (Auditor)

PERIOD : Jul 2011 To Jun 2014

EXPERIENCE : 3 Year

RESPONSIBILITIES :

- Passes the all entry in SAP by using T-code.
- Check all entry in SAP with Tally ERP.
- Prepare all debit & credit note in SAP.
- Prepare purchase order in SAP.

-:EDUCATIONAL QUALIFICATION:-**BACHELOR OF LAW (L.L.B.):-**

INSTITUTE : BDS School of Law

ADDRESS : Jagriti Vihar, Meerut

PERIOD : Three Year

SPECIALIZATION : Taxation

MASTER OF COMMERCE (M.COM):-

INSTITUTE : A.S. (P.G.) College

ADDRESS : Mawana, Meerut

PERIOD : Two Year

SPECIALIZATION : Financial Management, Corporate Tax Planning & Management

DECLARATION:-

I hereby declare that the above
written particulars are true by the best
of my knowledge and belief.

BACHELOR OF COMMERCE (B.COM):-

INSTITUTE : A.S. (P.G.) College
ADDRESS : Mawana, Meerut
PERIOD : Three Year
SPECIALIZATION : Financial Management, Management Accounting, Auditing

-:DIPLOMA, CERTIFICATE AND TRAINING:-

- ↪ Certificate in **C.T.T.C.** (Computer Teacher Training Course) from **ARYA COMPUTER EDUCATION CENTRE** (Approved by **S.I.T.D.**) Sharda road, Delhi Chungi, Meerut.
- ↪ Diploma in **HDFA** (Hartron Diploma in Financial Accounting) from **Ambala, Haryana.**
- ↪ Certificate in **CCC** (Course on Computer Course) from **NIELIT (DOEACC).**
- ↪ Diploma in **PROFESSIONAL TALLY 9.0 & ERP** from **VIVID TECHNO DELHI** Based on "Hi-Tech Institute of Computer Education" in Ganganagar Meerut.
- ↪ Certificate in **Fundamental of Computer Application** from **YUVA JOBS** (A Career Development Academy) Sharda road, Delhi Chungi, Meerut.
- ↪ Pursuing **O Level** from Cyber Institute of Management, Meerut.

-:OTHER ACHIEVEMENT:-

- Completed six-month internship with **Crystal Pharmaceuticals**, Ambala, Haryana.
- EA Supervisor (work with UIDAI).
- Business Correspondents (work with Bank and Digi pay).

Place: Meerut
Date: 12-01-2024