

# \*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.



WHO HAS A PURE MIND SEES EVERYTHING PURE

## PERSONAL DETAILS:-

⊕ Deepak Kashyap

⊕ S/o Sh. Har Shran Singh

## MOBILE:-

⊕ +91-9027809393

## EMAIL ID:-

⊕ dkashyap1947@gmail.com

## PERMANENT ADDRESS:-

⊕ Village : Kunkura

⊕ Post : Bana

⊕ District : Meerut

⊕ Pincode : 250001

⊕ State : Uttar Pradesh

## DATE OF BIRTH:-

⊕ 30 June, 1992.

## GENDER:-

⊕ Male.

## HEIGHT:-

⊕ 5.6"

## WEIGHT:-

⊕ 67 Kg.

## :-CURRENT EMPLOYER:-

### IIMT UNIVERSITY (ASSOCIATION OF MANAGEMENT STUDIES):-

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

DESIGNATION: Head Of Administration

PERIOD : Nov 21 To Till Date

#### 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.

## :-EMPLOYEMENT HISTORY:-

### AMERICAN INSTITUTE OF ENGLISH LANGUAGE PVT LTD:-

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

DESIGNATION: Accounts Cum Admin Manager

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 – ESI, TDS, Advance Tax, VAT, Service Tax and GST 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.

**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:-**

⊕ HOA-Cum-Accounts

**TOTAL EXPERIENCE:-**

⊕ 11 Year

**DECLARATION:-**

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

**SAREEN SPORTS INDUSTRIES (TON MEANS SS):-**

ADDRESS: Mawana road, Salarpur, Meerut.

DESIGNATION: Accountant

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

**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.
- ↪ Certificate in **O level** From Cyber Institute of Management, Meerut.

**-:OTHER ACHIEVEMENT:-**

- ☒ Completed six month internship with **Crystal Pharmaceuticals**.
- ☒ EA Supervisor (work with UIDAI).
- ☒ Business Correspondents (work with Bank and Digipay).

Date :

Place : Meerut



Sign: