DEEPAK KUMAR PATHAK

ACCOUNTANT | ACCOUNTS EXECUTIVE

Noida, Uttar Pradesh | +91 9811901293, Email - hr@vittkushal.com

PROFESSIONAL SUMMARY

Accounts professional with 7+ years of experience in accounting operations across trading, manufacturing and corporate environments. Experienced in day-to-day bookkeeping, Tally ERP/Prime, GST, TDS/TCS, bank reconciliation, receivables & payables, cash handling, payroll support, inventory accounting, branch accounting and management reporting.

CORE SKILLS

- Tally ERP 9 & Tally Prime
- TDS / TCS
- Profit & Loss & Books of Accounts
- Payroll / Salary Sheet Preparation
- Cheque / NEFT Processing
- Bookkeeping & Voucher Entry
- Bank Reconciliation
- Cash & Petty Cash Handling
- Inventory & Stock Management
- MIS & Management Reporting
- GST Compliance & Reconciliation
- Accounts Receivable & Payable
- Vendor Bill Verification
- Branch Accounting
- MS Office

PROFESSIONAL EXPERIENCE

Accountant | **Furnio Enterprises**

05 Nov 2024 – Present

- Maintain day-to-day accounting records, vouchers and books of accounts.
- Handle bank reconciliation and reconciliation of debtors and creditors.
- Support GST, TDS and TCS related accounting and documentation.
- Monitor stock/inventory records and coordinate routine accounting reporting.

Accountant | **Aripan Agro (P) Ltd**

01 Mar 2022 – 31 Oct 2024

- Managed regular accounting entries, books of accounts and financial records.
- Handled receivables/payables reconciliation and bank reconciliation.
- Supported GST, TDS/TCS work and routine compliance-related accounting.
- Prepared reports and maintained day-to-day records for management.

Accounts Executive | **Vishveshwar Oil & Lubricants**

19 Aug 2020 – 20 Feb 2022

- Performed day-to-day accounting and voucher entries.
- Handled cash, banking transactions and reconciliation activities.
- Maintained customer/vendor balances and supported payment processing.
- Prepared routine accounting reports and documentation.

Accounts Assistant | **S.P.S Associates**

07 May 2019 – 09 Aug 2020

- Prepared Profit & Loss account and maintained books of accounts.
- Handled cash books, cash reports, vouchers, pay-in-slips and money receipts.
- Prepared salary sheets and reconciled receivables and payables.
- Checked vendor bills and processed cheque/NEFT documentation.
- Supported branch accounting, bank reconciliation and stock management.

EDUCATION

- B.Com — L.N.M. University, 2017 | 59.8%
- Higher Secondary — Bihar Board, 2014 | 69.9%
- 10th — Bihar Board, 2012 | 57.9%

TECHNICAL SKILLS

- Tally ERP 9 & Tally Prime
- MS Office

• Operating Systems: Windows 98, XP, Vista and Windows 7

ADDITIONAL INFORMATION

Languages	Hindi, English, Maithili
Nationality	Indian
Marital Status	Unmarried
Hobbies	Playing Cricket, Cooking
Father's Name	Sri Balram Pathak
Date of Birth	22 February 1994

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Deepak Kumar Pathak