**CURRICULUM VITAE**

**Deepak kumar Pattnayak**

**H/NO :- 898/A, Bhood Colony, Near sec-29,**

**Old Faridabad, (Haryana)**

**Email id :-** **deepakkrpatnaik@gmail.com**

**Mobile no :- 9999999999**

**OBJECTIVE :-**

* Looking for a professionally managed environment where I can give a freedom to my learning and sharpen my skills. So that I can strong team environment and fastening open communication to help me a positive contribution towards to organization.

**WORK PORTFOLIO :-**

**Production Aids & Consultants Pvt Ltd : From 26 March 2011 to 15 November 2014**

**Designation :- Accountant Assistant**

**JOB FUNCTION :-**

* Checking of Sales, Purchase Voucher by way of manually & entry in system
* Preparation of Reconciliation Bank, Creditor’s & Debtor A/c,
* Preparation of sales tax return,
* Sales tax Declaration form issued & collection
* Preparation of Exsice return & RGRegister
* Preparation Of TDS Deductions
* Billing Computerized & Manuual

**Anergy Instruments Pvt Ltd :- From 01 January 2014 to 26 April 2014**

**Designation :- Accountant**

**Working with Outworks Solutions Pvt ltd :- from 29th April 2014 to till date**

**ACADEMIC QUALIFICATION**

* 10th from C.B.S.E
* 12TH from N.O.S
* B.com from CMJ University

**COMPUTER LITERACY :**

* Knowledge of MS word, MS Excel, MS PowerPoint, & internet

**Tehhnical Qualification :-**

* Knowledge of accounting packages i.e Tally Software version ( Tally 9 erp) and ERP packages (Finsys)

**PERSONAL INFORMATION** :-

Father name : Shri Bipin Bihari Patnaik

Date of birth : 20 January 1987

Sex : Male

Marital status : single

Language Known : English & Hindi

**ATTRIBUTES :-**

* Some of my attributes which give me energy to work even in adverse situation , are Hardworking, Optimistic, Sufficient Confidence, Ambitious, Enthusiastics, & good learner,

**PERSONAL AREA OF INTEREST :-**

 A s an individual few of my interest are Travelling & playing Cricket.

 Here by I assure you deliver the best duties to all and the company if given an opportunity to prove my capacity , Credibility, in your esteemed organization.

Date

Place :- Faridabad **(Deepak Kumar Patnayak)**