

# **DIPESH KUMAR**

**H. NO. - 231, SEC 1, MARKET PATEL  
NAGAR, DHURWA, RANCHI,  
JHARKHAND-834004**  
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## ***Professional Summary***

*Experienced retained professional with 10 years of progressive experience in high- volume environments. Detail-oriented and organized with excellent time management ability. Seeking a challenging position in your renowned organization*

## ***Skills***

- |  |   |
|--|---|
| ❑ <b><i>Dedicated and careful</i></b>              | ❑ <b><i>Excellent Interpersonal communication</i></b> |
| ❑ <b><i>Organizational Skills</i></b>              | ❑ <b><i>Energetic &amp; Proactive</i></b>             |
| ❑ <b><i>Accounts operation professional</i></b>    | ❑ <b><i>Good Multitasking skills</i></b>              |
| ❑ <b><i>Tax accounting</i></b>                     | ❑ <b><i>Strong problem-solving capabilities</i></b>   |
| ❑ <b><i>Financial Reporting</i></b>                | ❑ <b><i>Microsoft Excel Expertise</i></b>             |
| ❑ <b><i>Proficient in IDS- 4.1, 6.1, 7.0</i></b>   | ❑ <b><i>Accurate Money handling</i></b>               |
| ❑ <b><i>Accounts payable specialist</i></b>        | ❑ <b><i>Self-sufficient</i></b>                       |
| ❑ <b><i>Accounts Reconciliation specialist</i></b> | ❑ <b><i>Excellent Work Ethic</i></b>                  |
| ❑ <b><i>Expert in TALLY ERP 9</i></b>              | ❑ <b><i>Multilingual in Hindi &amp; English</i></b>   |

## **Work History**

**10<sup>TH</sup> MAY 2022- CURRENT**

***Accounts Manager at HOTEL LASERMO | A Unit of Royal Orchid Hotels |  
LEH LADAKH***

**16<sup>TH</sup> JULY 2018- 07<sup>th</sup> MAY 2022**

***Assistant Finance Manager at SUNAINA AGRO INDUSTRIES LTD | RANCHI,  
JHARKHAND***

**25<sup>TH</sup> SEPTEMBER 2014- 08<sup>TH</sup> NOVEMBER 2017**

*Sr. Accountant at HOTEL THE RASO | A Unit of Interlink Hospitality Limited |  
RANCHI, JHARKHAND*

**20<sup>TH</sup> JUNE 2013- 10<sup>TH</sup> AUGUST 2014**

*Accounts Assistant at HOTEL LE LAC, A Unit of Ashlesha Corporation Limited |  
RANCHI, JHARKHAND*

**2<sup>ND</sup> MARCH 2012- 5<sup>TH</sup> JUNE 2013**

*Cashier at HOTEL GREEN HORIZON, A Unit of Rameshwaram Industries |  
RANCHI, JHARKHAND*

## ***Duties & Responsibilities***

- ☐ *Performed accounts receivable duties including invoicing, researching charge backs, discrepancies and reconciliations.*
- ☐ *Contacted parties regarding unpaid and underpaid accounts to resolve any issues*
- ☐ *Processed accounts receivable and accounts payable.*
- ☐ *Computed taxes owed by applying prescribed rates, laws and regulations.*
- ☐ *Created periodic reports comparing budgeted costs to actual costs.*
- ☐ *Cooperated with engineering, manufacturing and corporate accounting to verify that quality that standards were met.*
- ☐ *Suggested budgetary changes to increase company profits.*
- ☐ *Analyzed monthly balance sheet accounts for corporate reporting.*
- ☐ *Filed tax and prepared governmental reports in compliance with strict standards.*
- ☐ *Maintained integrity of general ledger, including the chart of accounts along with Payment and Receipt Entry, cash entries, bank entries in TALLY.*
- ☐ *Entered numerical data into databases in a timely and accurate manner.*
- ☐ *In-depth knowledge of handling returns and exchanges of goods.*
- ☐ *Known to follow safety and security procedures of company.*

## *Education*

**Bachelor of Commerce**

**Y. S. MAHAVIDYALAYA**

*RANCHI, JHARKHAND | 2013-2017*

**INTERMEDIATE**

**Y. S. MAHAVIDYALAYA**

*RANCHI, JHARKHAND | 2010-2012*

**MATRICULATION**

**R.D.H. HIGH SCHOOL**

*RAJGIR, BIHAR | 2010*

## *Accomplishments & Certifications*



*Certified in TALLY Entry*

## *Hobbies & Interests*

*Listening to music and Bike Riding*

## *Additional Information*

**Father's Name**

**Mr. ADITAY SHARMA**

**Mother's Name**

**Mrs. RITA DEVI**

**Permanent Address**

**H. No. 231, Sec 1, Market Patel Nagar, Dhurwa, Ranchi  
834004, JHARKHAND**

**Date of Birth**

**21<sup>th</sup> March 1994**

**Languages Known**

**English, Hindi**

**Marital Status**

**Unmarried**

**Religion**

**Hindu**

**Nationality**

**Indian**

*I hereby confirm that all the above information is true to my knowledge.*

**Date:**

**Place: Ranchi**

**(DIPESH KUMAR)**