

DIPESH KUMAR

**H. NO. - 231, SEC 1, MARKET PATEL
NAGAR, DHURWA, RANCHI,
JHARKHAND-834004**
Cell: +91-7541814107, +91-7903994288
E-Mail: dipesh754@rediffmail.com



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

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

Work History

10TH MAY 2022- CURRENT

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

16TH JULY 2018- 07th MAY 2022

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

25TH SEPTEMBER 2014- 08TH NOVEMBER 2017

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

20TH JUNE 2013- 10TH AUGUST 2014

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

2ND MARCH 2012- 5TH 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 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

❑ <i>Father's Name</i>	❑ <i>Mr. ADITAY SHARMA</i>
❑ <i>Mother's Name</i>	❑ <i>Mrs. RITA DEVI</i>
❑ <i>Permanent Address</i>	❑ <i>H. No. 231, Sec 1, Market Patel Nagar, Dhurwa, Ranchi 834004, JHARKHAND</i>
❑ <i>Date of Birth</i>	❑ <i>21th March 1994</i>
❑ <i>Languages Known</i>	❑ <i>English, Hindi</i>
❑ <i>Marital Status</i>	❑ <i>Unmarried</i>
❑ <i>Religion</i>	❑ <i>Hindu</i>
❑ <i>Nationality</i>	❑ <i>Indian</i>

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

Date:

Place: Ranchi

(DIPESH KUMAR)