



DEEPAK SETHI
CMA, DISSA,
ID-IICA, B.Com

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Address for Communication

559k/31 Bahadur Khera Singar
Nagar Alambagh Lucknow U.P.
Pin-226005

Education:

- CMA/ICWA – Qualified
- DISSA – Qualified
- ID-IICA – Qualified
- B.Com – Accounts & Finance.

Personal Information

Father's Name :
Late Anil Kumar Sethi

Date of Birth:
08-08-1992

Sex :
Male

Nationality :
Indian

Marital Status:
Single

Linguistic Ability:
English , Hindi

Skills:

- Tally, HRMS & Other ERPs
- Financial Planning
- Cost Control
- Direct/Indirect Taxation
- Ms Excel, SAP
- IT System Security Audit

Hobbies:

Playing Cricket, Reading
Motivational Articles, etc.

Career Objective

Personal Objective: To strike a balance between satisfaction and ambition and to utilize the same towards growth and fulfillment.

Professional Objective: Seeking a position providing the chance to constantly learn, upgrade and prepare myself for newer challenges and to be a part of professionally managed reputed and growth oriented organization.

Professional experience

Current Profile: Practicing Cost Accountant

Company Name: Sethi & Associates - Proprietor (Since July 2019)
Honey Singh & Associates – Partner (Since Jan 2020)

Previous Company(s):

- 1. Honey Singh & Associates (April 2018 to July 2019)**
- 2. Present Media Private Limited (Oct 2017 to April 2018)**
- 3. Singh Ranjeet & Co. (June 2017 to October 2017)**

Articleship Training/ Industrial Training

INDIAN OIL CORPORATION LTD. (UPSO-I), Lucknow:

Cost and Management Trainee
From October 14, 2014 to October 13, 2015.

SUNIL SINGH & CO, LUCKNOW (UP)

From August 03,2013 to August 02,2014 : Cost Trainee

Key Responsibilities

- Handling Financial & Tax compliance of Clients.
- Timely submission of Statutory Compliance (TDS, GST, EPF, ESIC, Income Tax, GST) – Private as well as for Govt Departments.
- Preparation of Monthly & Annual Reconciliations - AR, AP.
- Preparation of Financial Projections & CMA Data.
- Conducted Internal Audit, Concurrent Audit, Stock Audit in Power Sector PSUs, Construction Sector, Warehousing & Logistics.
- Monthly Filing of GST Returns – GSTR1, GSTR3B, GSTR-4, GSTR-7 & Reconciliation of ITC.
- Providing TDS Filing & Consultancy for Govt. Units
- Preparing Bank Reconciliation Statements.
- Risk Evaluation of assigned functional area or department in established timeframe.
- Examine validity and reliability of financial, accounting and other data and report any deviations
- Study and learn company policy and procedures.
- Preparing Seat Cost Module on Man-hour basis for Cost Control.
- Preparation of Annual Returns/ ITRs/ MCA filing/ GST Audit.
- Preparation & Filing of Cost Audit Report Sector as per Rule 3 (Cost Records and Audit) Rules, 2014
- Providing tax consultancy to UPPTCL Units & Filing TDS/TCS Returns as well as Generation of Form 16/ Form 16A/ Form 16 PartB.

Major Assignment Handled

- Uninor Telecommunication Audit (Physical Verification of Assets) in FY 2014-15.
- UPVNNL Audit (E-tender Investigation & Fraud Findings) for the period FY 2017-18 to 2019-20.
- Internal Audit of UPPCL, MVVNL, PVVNL, UPRNN for the FY 2018-19, 2019-20 & 2020-21.
- Internal Audit of DVVNL Units for the FY 2020-21.
- Concurrent Audit for UPRNN Units for FY 2019-20 & FY 2020-21.
- GST Audit of Manufacturing Unit – FY 2018-19 & FY 2019-20.
- Cost Audit (as Cost Auditor) of Manufacturing Unit – FY 2018-19 & 2019-20.
- Career Counseling on behalf of Lucknow Chapter – ICAI (Sept 2020- Sep 2021).

Computer Skills

- Completed 100 hours of Computer training Course conducted by ICAI.
- Proficient in Ms Excel, MS Word and Internet application.
- Proficient with **SAP** especially FICO Module.
- Proficient in ERP (Tally 9.0).
- CCC Certificate from NIELIT.

Other Academic Achievements

- Got Certificate of Excellence Achievements in School.
- Got Exemptions in
 - CMA-Final: Advanced Financial Management, Cost Audit.
 - CMA-Foundation: Accounts, Mathematics.

Strengths

- Self Motivated, Good Communication Skills, Fast Learner, Positive attitude, Ready to Perform Challenging Task, Hardworking, Leadership quality.

Declaration: I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Place: Lucknow

Name: Deepak Sethi