

# **Curriculum Vitae**

## **Deepak Gayakwad**

**412, Amrakunj Colony,  
Near Aaradhna Nagar,  
Indore - 452005**

**E-mail: deepakgayakwad64@gmail.com**

**Mobile: +91 78797 96959, 98260 20443**

### **OBJECTIVE**

My objective in life is to make better each moment & most important live my life in practicality form. I have potential to personate desire result along with team to Synergize the overall output in terms of productivity & personal growth. I am Confident, enterprising and industrious and I learn from my mistakes and assimilate fast. My biggest asset is my independent thinking, creativity and determination to excel and leading the team.

My objective is to make an excellent Career smoothly step up with time. Therefore, I want to associate myself with an organization in which I can work to my highest potential and make significant contribution towards growth by exploring my theoretical knowledge in practical life.

### **EDUCATIONAL QUALIFICATIONS**

<b>Qualification</b>	<b>Institute</b>	<b>Board/University</b>	<b>Percentage</b>
MBA (Finance & Marketing)	Apex Institute Management and Research, Indore	Devi Ahilya University, Indore	67.20%
B.Com	P.M.B. Gujrati Commerce College, Indore	Devi Ahilya University, Indore	58%
12th	Vimal Higher Secondary School, Indore	Madhya Pradesh Board, Bhopal	61.4%
10th	Vimal Higher Secondary School, Indore	Madhya Pradesh Board, Bhopal	56.8%

## COMPUTER LITERACY

- Comfortable at Working in computerized environment. Expert knowledge of Applications, Tally Erp9 & Accounting packages, Windows, Ms-Office, Ms-Excel, MS-Outlook Mailing, Internet.

## WORKING EXPERIENCE

- 1.5 year experience in Trade License department as office assistant.
- Presently I am working with **Ayush Agencies** (A leading distributor of Spares and Mechanical Accessories, catering to the various industry segment viz. Textiles, Food, Automobiles, Paper, Paper, Printing, Packaging, Engineering, Raw Materials etc. in Nepal and in the State of Madhya Pradesh, Chhattisgarh and Rajasthan in India.) from August, 2013, here **I am looking after the work of Accounts and official works (making Sales invoice and vouchers, GSTR-1, GSTR-3B, issuing E-way Bill, Preparation of Export Invoice, LUT documents & Customer clearance documents, Fund position, offer sending, taking orders and execution, follow up for outstanding and Stock management etc.)**
- Also I am working as Accountant on part time basis with Vardhman Hardware and Paints Indore from March 2016, here I m looking after the work of accounts, sales tax working, making audit report etc.
- Also handling accounts on part time basis of Sita Shree Residency (Society) Indore.

## Reference

- Mr. Ayush Jain (M.D. of Ayush Agencies) - +91 98933 00758
- Mr. Anil Jain (Proprietor of Vardhman Hardware and Paints) - +91 98273 66692
- Mr. Ashok Sharma (Manager of Sita Shree Residency) - +91 91713 90000

## PERSONAL INFORMATION

- Date of Birth : 24<sup>th</sup> Nov 1993
- Gender : Male
- Father Name : Mr. Shyamrao Gayakwad
- Nationality : Indian
- Marital Status : Married
- Languages : Hindi, Marathi, English.

## STRENGTHS

- Honesty and Loyalty.
- Punctuality.
- Good leadership qualities & like to work in the team also.

## SUMMARY

Being in the profession for 5-7 years handling clients varying from individuals to companies, I am confident enough to execute my duties and responsibilities in the interest of the organization. Hence with strong conceptual base coupled with stamina to thrive demanding workloads, I consider myself suitable for the post applied for.

## HOBBIES

- Listening music, Playing Cricket, Chess, Making Friends, ready to learn.

## DECLARATION

I hereby declared that the information furnished above is correct to the best of my knowledge.

Date:

Place:

Deepak Gayakwad