

# Deepika Sharma

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## ACADEMIC QUALIFICATION

Year	Institute/School	Course/Board	Percentage/CGPA
2024	JK Business School , Gurgram	PGDM	85%
2021	Delhi University , New Delhi	Bachelor of commerce	68 %
2018	AVB Public School , New Delhi	CBSE	68 %
2016	AVB Public School , New Delhi	CBSE	70 %

## WORK EXPERIENCE

<b>Gulati&amp;Malik, Moti Bagh</b> <b>Accountant</b> 16 Months 1 <sup>st</sup> April 2022 -31 <sup>st</sup> July 2023	<ul style="list-style-type: none"><li>Recorded and maintained day-to-day accounting transactions, including journal entries, purchase and sales entries, and expense postings, ensuring accuracy and systematic upkeep of books of accounts.</li><li>Prepared and reconciled bank statements and ledger accounts, identified and resolved discrepancies, and coordinated with clients to ensure completeness and correctness of financial records.</li><li>Assisted and supported the preparation of financial statements by reviewing trial balances, verifying account balances, and organizing accounting data for finalization of accounts.</li><li>Managed and documented invoices, vouchers, and supporting records, ensured compliance with accounting standards and internal procedures, and maintained timely reporting in a deadline-driven environment.</li></ul>
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## SUMMER INTERNSHIP

<b>Ideal Prepaid India Pvt. Ltd.</b> <b>Account and Finance Intern</b> 2 Months 1 <sup>st</sup> May 2025 -30 <sup>th</sup> June 2025	<ul style="list-style-type: none"><li>Executed bank and debtor reconciliations using Excel (VLOOKUP) and Tally ERP to ensure accuracy of financial records.</li><li>Performed quarterly TDS and GST reconciliations by cross-verifying GSTR filings with accounting data, ensuring statutory compliance.</li><li>Prepared GST-compliant tax invoices with correct GSTIN and HSN codes to support revenue recognition and tax reporting.</li><li>Assisted in payment processing and petty cash audits by preparing bank upload files and monitoring daily transactions.</li><li>Coordinated with finance, sales, and operations teams to resolve discrepancies and support compliance and reporting.</li><li>Utilized Advanced Excel, Tally ERP 9, and Nikas software for data processing and compliance-related reporting.</li></ul>
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## SKILLS

- Excel
- Team collaboration
- Microsoft Office
- Analytical skills

## AWARDS & ACHIEVEMENTS

<b>Ideal Prepaid India Pvt. Ltd.</b> <b>Account and Finance Intern</b> 2 Months 1 <sup>st</sup> May 2025 -30 <sup>th</sup> June 2025	<ul style="list-style-type: none"><li>Awarded Employee of the Month during the internship period for strong performance, accuracy, and professionalism in assigned responsibilities.</li><li>Appreciated by management for professionalism, reliability, and high-quality work output.</li></ul>
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