

CURRICULUM VITAE

1.	NAME	:	BARRU DEEPAK RAO	
2.	MOBILE No.	:	9679807712	
3.	EMAIL ID	:	deepak.deepak.r08@gmail.com	

CAREER OBJECTIVE

A diligent and results-oriented professional with proven expertise in administrative management, information systems, and financial accounting. I aspire to contribute effectively to a reputable organization by optimizing operational processes, facilitating strategic decision-making, and ensuring high-quality deliverables, while continuously advancing my professional competencies.

PERSONAL DETAILS

1.	NAME	:	Barru Deepak Rao
2.	DATE OF BIRTH	:	24th January 1996
3.	FATHER'S NAME	:	Barru Anand Rao
4.	LANGUAGES KNOWN	:	English, Hindi, Telugu, Bengali, & Odia
5.	HOBBIES	:	Reading & Playing Indoor Games
6.	PERMANENT ADDRESS	:	C. R. Nagar (Turipara) Near IIT By Pass, Post – Hijili, KGP -6, P.S : Kharagpur Town, Dist : Paschim Midnapur, Pin Code No. : 721306

ACADEMIC QUALIFICATION: LATEST TO EARLIEST

DEGREE	DISCIPLINE/ SUBJECTS	INSTITUTE/ SCHOOL NAME	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE/ CGPA/GPA/ GRADE
M.Com	Organization Theory and Behaviour, Research Methodology and Statistical Analysis, Business Environment, Accounting for Managerial Decisions, Marketing Management, Financial Management	IGNOU.	IGNOU.	2019	62%

Post Graduate Diploma in International Business Operations	International Business Environment, International Marketing Management, India's Foreign Trade, Export Import Procedures and Documentation, International Marketing Logistics, International Business Finance	IGNOU.	IGNOU.	2017	64%
B. Com	Accountancy Honours	Ravenshaw University	Ravenshaw University	2016	57%
12 th	Commerce	Kendriya Vidyalaya, I.I.T Kharagpur	CBSE.	2013	65%
10 th	English, Hindi, Science, Social Science, Maths	Kendriya Vidyalaya, I.I.T Kharagpur	CBSE.	2011	6.6 (CGPA)

ADDITIONAL EDUCATION

DEGREE	DISCIPLINE/ SUBJECTS	INSTITUTE / CENTRE NAME	BOARD	PASSING YEAR	PERCENTAGE
Diploma in Financial Accounting System	Accounting Package	Kharagpur Youth Computer Training Centre	Youth Computer Training Centre, West Bengal	2017	66 %

TRAINING

SL. NO.	NAME OF THE TRAINING	ORGANIZED BY	SUPPORTED BY	SESSION	PRINCIPAL INVESTIGATOR
1	TEDP.(Technology Based Entrepreneurship Development Program)	I.I.T Kharagpur	Department of Science & Technology (DST), Govt. of India	2015-16	Prof.- Partha Pratim Das

WORK EXPERIENCE: REVERSE CHRONOLOGICAL ORDER

ORGANISATION/ INSTITUTE NAME	DESIGNATION	YEAR	NATURE OF JOB

I.I.T Kharagpur	Accounts Officer	2024 - Ongoing	<p>Administrative and Financial Operations:</p> <p>1. Honorarium and Consultancy Fee Management:</p> <p>Release of honorarium, consultancy fees, and other payments in a timely manner.</p> <p>2. Bill Settling & Payment Processing:</p> <p>Efficiently settle both recurring and non-recurring bills, ensuring all payments are processed accurately.</p> <p>3. Procurement and Purchase Order Management:</p> <p>Generation of Purchase Orders (PO) and Goods Receipt Notes (GRN), ensuring all procurement activities align with the center's needs.</p> <p>4. GeM Portal Activities:</p> <p>Utilize GeM (Government e-Marketplace) for generating availability reports, floating tenders, and processing purchases via the portal.</p> <p>Ensure proper settlement of bills through the GeM platform.</p> <p>5. Project Fund Allocation & Financial Documentation:</p> <p>Allocate funds for various projects and ensure transparency in financial reporting.</p> <p>Prepare Utilization Certificates (UC) and Statements of Expenditure (SoE) for proper audit and review.</p>
-----------------	------------------	----------------	--

		<p>6. Stock Management & Maintenance:</p> <p>Oversee the maintenance and efficient management of stocks, ensuring availability and proper records.</p> <p>7. Administrative and Event Support:</p> <p>Coordinate hospitality bookings for delegates and arrange meetings as required.</p> <p>Record minutes of meetings (MoM)</p> <p>Manage the development of the DIA-CoE website (IIT KGP)</p> <p>8. Procurement of Goods and Services:</p> <p>Handle the procurement process for goods and services, ensuring all needs are met in a cost-effective and timely manner.</p> <p>9. Recruitment and Onboarding:</p> <p>Oversee the recruitment of staff for the center and manage the joining process for new appointees.</p> <p>Ensure a smooth and efficient onboarding experience for all new hires.</p> <p>10. Secretarial Support:</p> <p>Provide comprehensive secretarial support to ensure smooth day-to-day operations.</p>
--	--	---

I.I.T Kharagpur	Project Officer	2021-2024	Project Management (Research & Consultancy); Preparation of Minutes; Settlement of Recurring & Non-Recurring Bills; Recruitment of Project Staff; Procurement of Goods & Services; GeM Activities; Secretarial Duties; Maintenance of Inventory Book.
I.I.T Kharagpur	Job Assistant	2020-2021	Preparation of SOE, UC, & TA Bills; Maintenance of Stock Records; Purchase of Goods Documentation; Academic Emails; Drafting, Noting; Use of LaTeX, MS Office, G Suite, LibreOffice, Windows, Ubuntu (Linux).
Brain Lab Technologies	Junior Assistant	2016-2018	Preparation of Bills; Use of MS Office; Drafting, Noting, & Accounting Software (e.g., Tally ERP 9); Maintenance of Stock Records.

EXTRA CURRICULAR ACTIVITIES

1. Selected to compete in the Regional Swimming Competition, 2010.
2. Represented at the National Swimming Championship in 2010.

REFERENCES

SL. NO.	NAME	DESIGNATION	ADDRESS	EMAIL	CONTACT NO.
1	Dr. Dipak Kumar Das	Director	DIA-CoE., IIT Kharagpur	director_dia_coe@iitkgp.ac.in	03222284660
2	Dr. Animesh Mukherjee	Professor	Department of Computer Science & Engineering, I.I.T Kharagpur.	animeshm@gmail.com	03222283472
3	Dr. Pawan Goyal	Assoc. Professor	Department of Computer Science & Engineering, I.I.T Kharagpur.	pawang.iitk@gmail.com	03222282370

DECLARATION

I hereby declare that the information furnished above is true, complete, and correct to the best of my knowledge and belief. I affirm that no material fact has been concealed and that all details mentioned in my CV are accurate and verifiable.

Date:

Place: Kharagpur

Yours faithfully

**NB.: Original documents can be produced on demand.