**CURRICULUM VITAE**

**ASHISH**

[**ASHISH.255128@2freemail.com**](mailto:ASHISH.255128@2freemail.com)

**OBJECTIVE:-**

To take up a challenging Career grows with honesty, loyalty, Good relationship and best performance, and translate my Experience, knowledge, skills and abilities into value for an Organization.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Proficient in Excel, Word and E-mailing.
* Resourceful in the completion of projects, effective at multi-tasking.

**Skills:**

Accounting, Analysis, Auditing, Cash Management, Cash Flow, Team player, Deadline-Oriented, Confidentiality, Time Management, Reporting Skills, Tally ERP System, Oracle Base Accounting Software, Microsoft Office.

**Education:-**

* **MBA (Dual)** through online distance education program from IICT Lucknow India.
* **Bachelor in commerce** (Graduated: 2003 ) Deendayal Upadhyay University Gorakhpur Uttar Pradesh (India)
* Certificate course in Computer application from national institute of information technology (NIIT) India.

1. **PROFESSIONAL EXPERIENCE**

JALAL AL A’ALI & SONS CO. B.S.C (C)

ACCOUNTANT (May 2014-Present)

* Maintaining and updating multiple Debtors and Creditors account which includes posting of journal transactions, ledgers, and other records and ensure that the cost is properly accounted.
* Review, verify and process invoices for payment including electronic transfer.
* Cheque preparation, disbursement, receipt vouchers and bank reconciliation.
* Resolve invoice discrepancy matters and reconciliation of general ledger to maintain accurate information.
* Act as petty cash custodian and verify bills from various managers in accordance with the policy.
* Correspond with vendors and respond to inquiries regarding payments.
* Prepare and process tender Bond, Performance bond, Letter of Credit.
* Prepare AP and AR aging report to ensure timely payment and collection of all invoices.
* Work closely with the Head of Finance and assist with implementing and maintaining financial controls and procedures.
* Assist in audit works and perform other related task.

1. **PROFESSIONAL EXPERIENCE**

REDIS CONSTRUCTION CONGO, (DRC) AFRICA

PROJECT- MUTANDA MINNING PROJECT KANSUKI SPRL

**PERSONAL ADMINISTRATOR (Sep. 2012 – March 2013)**

**Responsibilities:**

* Developed database and linked filing system to maintain accurate and up-to-date employee records.
* Created an excel bases direct labor efficiency report.
* Managed payroll function for 1040 employees.
* Assisted in the creation of absenteeism tracking system for use by Human Resources and Senior Management.

1. **PROFESSIONAL EXPERIENCE**

JV M/S ARAB CONT. & NUEC. OMAN

CONSTRUCTION COMPANY

PROJECT- A SEEB WASTE WATER PROJECT CONTACT-4

**Accounting Clerk. (Sep.2008 – Aug. 2012)**

**Responsibilities:**

* Assisted to finance manager with general accounting system.
* Preparation of monthly financial statements.
* Maintain accounting documents files.
* Performed accounts payable functions for construction expenses.
* Verification of all payment bills (Contractor+ Purchaser).
* Managed vendor accounts, generating weekly on demand cheques.
* Petty cash expenses settlement in time and with strict control.
* Liasioning with auditors & consultants of companies.

1. **PROFESSIONAL EXPERIENCE**

COMPUTER TELECOM CENTRE, GORAKHPUR (INDIA)

**ACCOUNT ASSISTANT (Oct 2005 – Mar 2008)   
Responsibilities:**

* Providing administrative support to Development Division
* Preparation of reports, correspondence and meeting agendas
* Follow-up collection of accounts receivable and prepare statement of account.
* Issuing cash and expenses for staff.
* Updating database and mailing lists
* Weekly and monthly payroll
* Cash payment and resolved queries from customer.

1. **PROFESSIONAL EXPERIENCE**

NATURAL SOFTWARE PVT. LTD. JAIPUR INDIA

**SALES / CUSTOMER SUPPORT EXECUTIVE (Jan 2004- Aug.2005)**

**Responsibilities:**

* + Responsible for market planning and positioning.
  + Sales team building and leadership.
  + Software installation and customer training.
  + Daily reporting to area sales manager.

**Personnel information:-**

Date of birth :- 21/3/1983

Nationality : - Indian

Marital status : - Married

**Declaration:-**

I hereby declare that the above mentioned particulars are true and correct to the best of my knowledge and belief.