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|  | **ASHOK**  |  |
|  | E-Mail: ashok.339439@2freemail.com  |  |
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| **Objectives :** |  |  |  |
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Looking forward to an opportunity to work in a Challenging environment, where I can utilize my knowledge skills in contributing effectively to the success of the organization and also for the improvement of my personal skills…

**Academic Credential :**

* The Institute Of Chartered Accountants of India- Intermediate Examination- Group I – In1999 November
* Completed Graduation – Bachelors Degree In Business Management ,Mysore University in the year 1991 with 60 %.

**Work Experience**

**Present Working Experience : -( January 2008 to Present Date )**

**Accounts Manager in Veekay Agencies, Mysore-is Authorised Stockist for Servo Lubricants from India Oil Corporation Ltd.,**

* Accounts book keeping
* Prepare financial Statement and supporting schedules according to monthly, quarterly, annually.
* VAT Accounting, Experience on VAT Returns.
	+ Payroll Processing & Passing necessary closing journal entries.
* Responsible for making timely and accurate data entry of all invoices.
* Handling of Accounting & billing software in Tally ERP 9. And other SAP software.
* Co-ordination for Maintaining Stock Register.
* Prepare Bank Reconciliation Statement.
* Co-ordinate with the respective sales Managers or customers if any quarries.
* Preparing Daily and Monthly sales wise reports.

**Previous Working Experience**

Audit Assistant in M/s. Hariharan & Co., Chartered Accountants From October 1991 to December 2007

**Training**

* Completed 3 Years Article ship from October 1991 to October 1994 with M/s Hariharan & Co., Chartered Accountants, Mysore

**Software familiar with :**

* Knowledge of Operating System like Window 8.1
* Well versed with internet & e-mail.
* Application of software packages (word/excel/PowerPoint)
* Well versed in Tally ERP9 software.

**Key Skills:**

* Hard work accompanied with sincerity, punctuality and ability to manage stress.
* Willing to accept any type of related work.
* Capable of managing the task.
* Good in communication and presentation.

**Personal Details:**

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|  | Date of Birth | : | 27th July 1969 |
|  | Nationality | : | Indian |
|  | Gender | : | Male |
|  | Language Known | : | Marathi, Kannada, English, Hindi, |
|  | Marital Status | : | Married |