**Ashok Email:** **ashok.379736@2freemail.com**

**RESUME**

**Career Objective:**

* To Work in a dynamic environment that provides me a wide spectrum of experience and exposure.
* To Work in an Environment which enhance my leadership skills so I serve the organization in efficient way.
* To obtain challenging and responsible position in an organization wherein I can contribute to the successful growth of an organization using my abilities and knowledge.

|  |  |
| --- | --- |
| **Employment** | **August 2015 to October 2017** |
| **History from** | **Gannon Dunkerley & Co., Ltd** |
| **2009 to till date** | **. Accounting Assistant** |

Responsibility**:**

* Working at **Reliance Industries Limited** - J3 Project Jamnagar.
* Preparing Daily Cash flow of Income & Expenses.
* Maintain day to day Accounting Entries like Cash & Bank Payments, Journals etc. in SAP & Tally ERP 9.0.
* Routine Audit & Accounting Functions.
* Voucher checking & Bill Checking on routine basis.
* Record Management of various record.
* Knowledge of Service Entry Creation & Release.

**March 2013 to July 2015**

**NPG-UNIQUE Computer** **Accounting Assistant**

Responsibility:

* Responsible for general office administration and file management
* Compare bank statements with general ledger and reconcile them
* Issuing payment voucher and receipt
* In charge of debt collection
* Paid invoices and issued cheques

**January 2010–2013 January**

**Games Mart LLC(Br)** **Shop Incharge &Cashier**

The Dubai Mall

Near Real Cinema

Dubai.

Responsibility:

* Taking payments from customers via cash, cheques and credit cards.
* Entering purchases into a cash register then calculating the total purchase price.
* In charge of daily cashbook management and also bank reconciliations.
* Helping to resolve customer complaints.
* Assisting with shelf stacking, sticking prices on items etc.
* Balancing cash in the till with receipts.

**February 2009-2009 December**

**Thanki Accounting** **Accounting Assistant**

Responsibility:

**Educational**

**Qualificaion**

**COMPUTER KNOWLEDGE**

**Personal Details**

Date of Birth

Nationality

Gender

Marital Status

Language known

* Review expense reports and cash advances
* Daily accounts entry of sales & purchases
* Balance sheet reconciliations



**Sr.No Qualification Year Board & University Percentage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 12th Commerce | 2006 | Gujarat Sec. & Higher Sec. | 62% |  |
|  |  |  | Edu. Board, Gandhinagar |  |  |
| 2 | B.Com | 2009 | Saurashtra University - | 43% |  |
| Rajkot |  |
|  |  |  |  |  |

* + Ms office
	+ Tally 9
	+ Tally ERP
	+ Miracle (Accounting Software)
	+ Internet
	+ SAP (FICO)
* 22nd February, 1988
* Indian
* Male
* Married

:Gujarati, Hindi, English, Arabic