**ASHOK**

**Email:** [ashok.382137@2freemail.com](mailto:ashok.382137@2freemail.com)



**CAREER OBJECTIVE**



I look forward to a career that provides mean opportunity to sharpen my analytical skills. With a

Constant desire to learn, I want to work with passion for positive results by contributing my skills and creativity for growth of organization.



**EXPERIENCE**

Company: Dream Home Product LLC-Ajman (UAE)

Position – Assistant Accountant & Purchase Coordinator

Period – Nov. 2015 to Jan. 2018

# KEY RESPOSIBILITY

* Coordinating and processing purchase orders and documentation. Assisting customers with inquiries, issues, and complaints. Maintaining and updating purchasing records.
* Working directly with purchasing, accounting, and production departments.
* Issuing and verification of Sales invoice, Delivery note, packing list etc.
* Calculating overtime and under time of factory staff. Processing annual holiday, sick payments etc.
* Processing vendor invoices for payment through accounting software within company compliance process.
* Maintaining all records, information and documentation current to ensure availability of timely answers to concerned parties.
* Enter posting of purchase, sales, payment, receipt collection, journal voucher & Production entry.

**EXPERIENCE**



Company: Perfect Packaging, Jodhpur (RIICO)

Position – Assistant Accountant

Period – From March 2015 to OCT 2015



# KEY RESPOSIBILITY

* Issues and verification of invoices, LPO, Delivery note etc.
* Updating company member records accurately and in a timely manner.
* Statement reconciliation skills.
* Verification of bills & reconciliation of total turnover.
* Day to day cash & bank transactions.
* Maintained Accurate Stock Records & Billing Analysis.
* Handling the governments tax calculation and payment i.e. Excise duty, Vat Tax (India).
* Back office Management.

# 

Company: ANAND RATHI IT Pvt. Ltd. JODHPUR

Position – Operation Assistant

Period -June 2014 to Feb 2015****

# KEY RESPOSIBILITY

* Receivalbe follow ups
* Solve Clint Quiery.
* Scene Basis Editing.
* Activition Formby NSDL
* Preparation of daily reports



# Company: ATUL MOTORS Pvt. Ltd.-Mahesh Motors, Jodhpur

# Position – Accountant Assistant

# Period - April2010 to Sep 2013

# KEY RESPOSIBILITY

* Planning and Setup Internal Control System and Office Management.
* Reconciliation of Bank Statement at the end of month.
* Maintain Salary Account
* Preparing of Tax invoices, Vouchers & Agency Payment
* Handling of inventory

# QUALIFICATIONS



**MASTER OF COMMERCE** (**M.COM) –**JAI NARAYAN VYAS UNIVERSITY, JODHPUR INDIA 2015

**BACHELOR OF COMMERCE (B.COM) –**JAI NARAYAN VYAS UNIVERSITY, JODHPUR INDIA 2012



**COMPUTER & LANGUAGE SKILLS**



**Computer Skills:** Operating Systems: Windows**,** Expert in MSOffice Applications (Excel, Word**,** etc).

**Certificates Courses** : Tally Financial Accounting Program form Computer Institute of New – Generation Jodhpur ,India

**Knowledge of accounts software**: TallyERP9.

**Language and Communication Skills:** English and Hindi (excellent in written and spoken).



**PERSONAL PROFILE**



Date of Birth - 01 Feb.1993

Nationality - INDIAN

Marital Status - Married

Visa - Visit Visa



**REFERENCES**



Upon Request