**CURRICULU VITAE**



**NAME : ASHIK**

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**Dubai United Arab Emirates**

**HAVING MORE THAN 7 YEARS OF EXPERIENCE IN ACCOUNTS & FINANCE**

**CAREER OBJECTIVE :**

To obtain a meaningful & challenging position that enables to add business values & helps in achieving the expected results by working in a team of top class working environment/ management which allows for knowledge advancement, job enrichment & job satisfaction.

**PROFESSIONAL & ACADAMIC QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| ***Qualification*** | ***University/ Board*** | ***Year*** |
|  |  |  |
| MBA (Finance & HR) | Swami Vivekanand Subharti University Meerut. | 17-2019 |
|  |  |  |
| Bachelor of Computer Application.(BCA)Computer | Chatrpatisahu ji maharaj (CSJM) Kanpur University | 08-2011 |
| & Finance |  |  |
| Tally Financial Accounting Program(TFAP) | AIIT (Allahabad Institute of Information Technology) | 2012 |
|  |  |  |
| S.S.C | U.P. Board | 03-2004 |
|  |  |  |
| H.S.C | U.P. Board | 00-2001 |
|  |  |  |

**ADDITIONAL CERTIFICATE & COMPUTER SKILLS:**

Sound working knowledge of various accounting packages and Microsoft office. .(Including MS-,Excel:



Vlookup, Pivot & Advanced Filters and various other functions for data analyses and reporting)

Tally Certificate Program in the latest version Tally ERP 9, Tally 7.2, Tally 5.4.



Confident enough to learn fast the New Accounting Software currently used in the organization.



Useful Awareness of work through internet & Surfing.



**PROFESSIONAL WORK EXPERIENCE:**

**Roles & Responsibilities:**

Maintain of Proper books of accounts which including all record like day to day (Book Keeping) accounting transaction weekly perform checking and updating purchase register, sales register, Credit Note-debit note payment, receipt collection, journal Vouchers.



Ensure Provision for expense and Prepaid expenses with complete reconciliation on month end.



Handling Account Payable (AP) & Account Receivable.



Reconciliation: Bank Statement- Credit Cards,Creditor,Debtor, GST, TDS ,VAT, Revenue, Cash.



Preparing GSTR3B, GSTR1, GSTR2 , Ensure GST tax calculations, Monthly GST tax reconciliation, Preparing Monthly GST tax liability and availment of Cenvat credit, Monitoring timely depositing of GST tax online via internet banking, Update in books of accounts. Prepare Return Data on Monthly - Quarterly Basis.



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Ensure TDS deduction, calculation, TDS Reconciliation Monthly timely deposit of TDS , identify the Liability and ensuring the Correctness of TDS Deductions (Salary, Contractor, Rent, Professional fees, Commission), Payment of TDS Challan through online internet Banking and prepare 24Q, 26Q,27Q Retrun data.



Ensure Service tax calculations, Monthly Service Tax reconciliation, Preparing Monthly Service tax liability and availment of Cenvat credit, Monitoring timely depositing of service tax Challan through online internet Banking. Preparing VAT Data scrutinizing purchase inputs and Sale output preparing Input tax credit and necessary details for filing the return.



Handling Sources of Revenue such as Payment Gateways Paypal, CC Avenue, ICICI Pay seal International & Domestics, COD Accounts etc. with Updating In Account Books.



Handling Corporate Internet Banking for Payouts Vendors, Salary,Direct tax & indirect tax, EPF, ESIC .



Maintenance of Bank Book, Petty Cash in books of Accounts, Fixed Assets Register.



Manage employee reimbursement as per company policy.



Responsible for Payroll Processing. Such as Ensure and Calculate PF & ESI and TDS as per each Employees CTC. Booked Salary Expense, PF, ESI, TDS in the Books of Accounts using (TallyERP) issued Payslips. Ensure monthly books closing,



Preparing MIS reports pertaining to profitability, sales & other management reports relating to Accounts & Finance.



Coordinating with the auditors in getting the internal audit completed in a timely, authentic and satisfactory Manner.



Handling and coordinate with Bank for Inward & Outwards Remittance Cases.



Monthly and Quarterly Preparation of Profit & Loss Account and Balance Sheet (MIS).



**PROFESSIONAL WORK EXPERIENCE:**

**Company: CHARTERED ACCOUNTANT -Duration: 1 NOV 2018 to 03 February 2020 Designation: Senior Accountant {Client Side- Stanza Living (DTWELVE SPACES PRIVATE LIMITED).**



**Company’s Name: SANGAL & ASSOCIATES CHARTERED ACCOUNTANT -Duration: MAY 2016 to October 2018. Designation: Senior Accountant {Client Side- Urbanclap Technologies Pvt. Ltd. & Fortuna Retail Pvt. Ltd. (E-commerce Organizations).**



**Company’s Name: N.K. PROSALES PVT. LTD**. **Duration: OCT 2015 to April 2016 Designation: Accountant.**



**Company’s Name: JYOTI ERECTORS PVT. LTD. Duration: OCT 2011 to May 2015 Designation: Assistant Accountant.**



**Management Competencies :**

 Hardworking, Honest, Disciplined and committed approach to work.

 Proactive professional equipped with thorough knowledge and understanding of Accounts.

 Possess effective communication skills.

 Quick learner and adaptable in nature Always have a interest to learn new things from others.

 Capable of handling tough assignment and work under pressure.

**HOBBIESS:**

Listening music, playing Cricket, Playing Chess.



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**PERSONAL INFORMATION :**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | : | 12 July 1984 |
| **Gender** | : | Male |
| **Marital Status** | : | Single |
| **Languages Known** | **:** | English, Urdu and Hindi |
| **Nationality** | : | Indian |
| **No. of Dependents** | : | 7 |
| **Passport** | **:** | (valid till 30 Jan2025) |
| **Visa Status** | **:** | 301/2020/77/0015193 Visit (UAE) From 21 Febuary to 18 May 2020 |

**Declaration:**

The above mentioned information is true and correct to the best of my knowledge and belief.

Date:

Place: Dubai

(Ashik)

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