**RESUME**

T.ASHOK

Mobile: +91- 8951580130, 9052494976

E-mail:- ashokprincemba@gmail.com

**Career Objective: -**  
To work with good reputed company which makes me to improve my skills through my fast grasping ability, continuous learning attitude and thus to provide better services to my Organization.

**Work Experience: -**

* Presently working as Sr. Accounts Executive in **Malibu Infra and**

**Malibu shelters** from **Nov-2015** to March-2020 .

Designation: **Accounts Executive.**

**Job Responsibilities:-**

* Accounting and Book keeping ,**daily day book s of cash or bank .**
* Accounts Receivables as Accounting of Sales and handling / managing Accounts receivables or Sundry Debtors, Cheques ,cash or loans from Customers Updated in Tally ERP 9.0.
* Accounting of Purchases and handling / managing Accounts Payables or Sundry Creditors, Updated in Tally ERP 9.0.
* Accounting of Expenses, writing cheques and making payments to vendors and suppliers,
* Handling Cash and Bank accounts including Bank Reconciliations,

Updated in Tally ERP 9.0.

* Handling Inventory and stocks accounting, support with pricing and quantity costing ,Like cement ,steel,sanitary,tiles,bricks,sand.
* Maintenance of Fixed Asset Register and depreciation,
* Management of TDS, Central Excise, Service Tax, VAT, GST,

Professional Tax, Audit review of Purchase Vat and sales vat. Updated in Tally ERP 9.0.

* Preparation of partners capitals and Budgets and MIS Reports,
* Interaction with Management & Reporting,
* Creation of Separate Ledger Accounts, Updated in Tally ERP 9.
* Preparation & Finalization of Financial Statements,

**Work Experience: -**

* Previous worked as Accountant in **PEONY PROJECTS** from **Aug- 2014** to **September 2015**.

Designation: **Accounts Executive.**

**Job Responsibilities:-**

* Accounting and Bookkeeping ,**daily day book,**
* Preparation & Finalization of Financial Statements,
* Accounting of Sales and handling/managing Accounts receivables or Sundry Debtors,
* Accounting of Purchases and handling/managing Accounts Payables or Sundry Creditors,
* Accounting of Expenses, writing cheques and making payments to vendors and suppliers,
* Handling Cash and Bank accounts including Bank Reconciliations,
* Handling Inventory and stocks accounting, support with pricing and costing ,
* Maintenance of Fixed Asset Register and depreciation,
* Management of TDS, Central Excise, Service Tax, VAT, Profession Tax,
* Preparation of partners capitals and Budgets and MIS Reports,
* Interaction with Management & Reporting,
* Creation of Separate Ledger Accounts, Updated in Tally ERP 9.0.

**Work Experience:-**

* Past Company **SREEDAR MOHAN & ASSOCITES**, Bangalore**.**

from 28 JUNE 2012 to 29 July 2014.

Clients:-Volvo, GE,BIAl,Metro,SN projects,Anjana Constructions etc.  
Designation: **Accounts & Audit Executive.**

**Job Responsibilities:-**

* Preparing Daily basis Accounts,
* Maintenance of Receipts & Payments,
* Preparing Petty cash Reconciliation during the Month End,
* Creation of Separate Ledger Accounts, using Tally ERP 9.0,
* Computerized environment & vouchers, sales bills, debit notes, credit note and bank reconciliation,
* Preparing VAT and SERVICE TAX Reports, Returns, Filing,
* Inventory Audit and VAT Audit.
* Verifying &Reconciliation of Excise duty, Service Tax, VAT, and CEN VAT.
* Fixed assets, capitalization of fixed assets.
* P & L account, Balance sheet.

**Technical Skills:-**  
  
 Operating System : Windows 98 & XP,   
 Accounting Packages : Tally ERP 9.0,.APx package,  
 Packages : MS Office,  
 ERP : Oracle 11i.

**Strengths:-**  
  
 • Self Confidence, dedication,functuality, systematic approach, commitment and a fast learner.   
 • Sincerity, Disciplined and Trust worthy.   
 • Ability to working team towards team goals, team motivator and facilitator.

**Hobbies:-**

* Listening to music, playing cricket, visiting new places.

# **Educational qualifications:-**

• **MBA** ( **Finance )** from S. V University –2012.

• **Bachelor of Commerce**  from S. V University –2010.

**Personal Details:-**

Name : ASHOK.T

Father’s Name : RAMANA,

Date of Birth : 10/03/1990

Marital Status : Married.

Religion : Hindu

Languages Known : English, Hindi,Telugu, Kannada.

Permanent Address : 2-879,

SKD NAGAR,

PILER-517214,

Chittoor (Dist),

AP-INDIA.

Present Address : 2-255,7th Cross,Sanjay Nagar,

Marathahalli,Banglore-India- 560037.

**Declaration:-**

I hereby declare that the above given information is true and correct to the best of knowledge and belief.

**Date:**

**Place: BANGALORE (T.ASHOK)**