

# **RESUME**

## **ASHEESH SINGH BHADORIYA**

H. No.- 580

Bhabbar Chowk

Bijwasan, New Delhi - 110061

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Email: ashishsinghbhadoriya1995@gmail.com

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### **Objective:**

To obtain a challenging and responsible position in the organization in the long run and to serve it with diligence, honesty and by delivering my best performance.

### **Academic Qualification:**

- LLB (Taxation) from Allahabad University.

### **Other Qualification:**

- Knowledge of Computer Applications(TallyERP9,Prime, Busy,ERP, MS Office,Email etc.)

### **Work Experience:**

- Working in Associated Power Structures Private Limited as on till now.  
Location :- 220 KV D/C GSS Amnour (BGCL) to 220 KV GSS Digha New On Turnkey Basis.  
Client :-BIHAR STATE POWER TRANSMISSION COMPANY LIMITED  
**Designation :-Executive Accountant & Stock Maintenance**
- Working with S.G.S.Pvt Ltd (Tasting Lab) as an Executive Accountant.
- Working with A.R.Thermosets Pvt Ltd.As an Executive Accountant.
- 2years work experience in Ranhotra & Associates, as an Account Assistant.

- Handle Day to day Journal Accounting.*
- Process all expense be relating to vendor and employee as per company policy.*
- Monitor AR and AP accounts for timely payments*
- Bank reconciliation.*
- Coordinate with debtors and creditors for smooth cash flows. To avoid any late payment charges.*
- Analyze monthly, weekly and daily sales.*
- Managing monthly accounting activities and transaction of revenue and expenses.*
- Month/Quarter/Year end closing activities.*
- Prepare and review journals for all treasury related activities i.e. fixed deposit, gain, Bank Charges, Interest earned and charged.*
- Prepare Credit notes and Debit notes with calculation.*
- To Verify and report as per perpetual inventory system.*
- To stores materials in FIFO order and issues in the same order.*
- Prepare Fixed Assets capitalizations schedules.*
- Computation of the statutory dues and filing of GST returns and TDS returns and manages Tax compliance.*
- Manger annual Audit of different clients under GST Law.*

### **Strengths:**

- Self Confidence.*
- Punctual,*
- Good Decision maker and patience.*
- Positive Attitude.*

### **Personal Details:**

*Father's Name:*

*Sh. Dinesh Singh Bhadoriya*

*Date of Birth:*

*16<sup>th</sup>Feb.1995*

*Gender: Male*  
*Marital Status: Unmarried*  
*Language known: Hindi & English*  
*Nationality: Indian*  
*Permanent Add.: VIII- Koraiya, P.O.–Bindki*  
*Dist. –Fatehpur, U.P.-*  
*212635*

**Declaration:**

*I hereby declare that all the information provided here in are correct to the best of my knowledge.*

*Date:*

*Place:*

*(ASHEESH SINGH BHADORIYA)*