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**RESUME**

Name : Vijay Haridas Ashar

Permanent Address : 80/B-103, Shree Prastha,

3rd Road, Station road,

Near Fun Fieasta theatre

Nallasopara (West)

Dist. Thane 401 203

Cell No. +91-9769291760/8208137738

Email ID. Vijayashar379@gmail.com

[Vijayashar01@yahoo.co.in](mailto:Vijayashar01@yahoo.co.in)

Date of Birth : 10th Oct. 1979

Caste : Hindu (Vaisnav Bhatia)

Passport Number : F0428938

Passport Validity : 18.06.2018 to 17.06.2028

Languages Known : English, Hindi, Marathi, Gujarati, and Kutchi

**Educational Qualification:**

|  |  |  |
| --- | --- | --- |
| Degree | Name of Board/University | Passed in the Year |
| S.S.C. | Borivli Municipal Secondary (Rajda) High School – Mumbai Board | 1995 |
| H.S.C. | GopaljiHemrajJunior College – Mumbai Board | 1998 |
| B.Com | Borivli Education Society’s (M.K) College of Commerce – University of Mumbai | 2004 |

**Additional Qualification:**

|  |  |  |
| --- | --- | --- |
| Name of Course | Institution | Period |
| Diploma In Computer Application | Alfa Plus Computer Institute | 1998 |
| Diploma In Ms-Office-97 | Alfa Plus Computer Institute | 1998 |
| Computer Teacher Training Course | All India Educational Research Foundation (Correspondence – Delhi) | 2000 |
| Tally 5.4 | Alfa Plus Computer Institute | 2001 |

**Work Experience: .**

1) Name of the Company : Blue Star Diamonds Pvt.Ltd.

Designation : Senior Executive Assistant

Duration : From Jan-2018 to Continue

2) Name of the Company : Rosy Blue Group (Andheri-Seepz)

Designation : Senior Executive

Duration : From Oct-2007 to Feb-2016

3) Name of the Company : Al Turki Enterprises L.L.C. (Oman)

Designation : Executive

Duration : From Feb-2005 to March-2007

**Work Details:**

* Maintaining General Books of Accounts. (Multi Company with Various Partnership Holding.)
* Cash responsibility and cash book Maintaining.
* Regular banking works and Banks preparation of Bank Reconciliation of Statements And relevant Management Reports.
* Helping the Accounts in preparation of Salary records during the salary periods and also in Administration Manager.
* Preparation and Submission Every Month of Excise information on basis of Total Sales & Purchase to Consultant.
* Preparation and Submission Every Month of Service Tax information on basis of Total Sales after taking adjustment of any Service charges of Input to Consultant
* **I am looking after Purchase Accounts.**
* Booking All the Purchases on receipt of Purchase Bills with necessary supporting Documents from the supplier after confirming the physical receipt of Materials in Stores vide their attached receipt delivery orders.
* Preparing the necessary Credit Notes & Debit Notes after going through the receipt Materials in accordance with supplier Invoices.
* Passing the necessary Entries in the books of Accounts (Computerizes Tally 7.2)
* Reconciliation of supplier statements of Accounts.
* Preparing reports of Monthly Metal (Gold) Advances which is related with the vendors.
* To check Debit note which is related with the vendors of Gold Loss Reports, Dia Handling charges, Import-Export charges & Airport security charges.
* To Control Diamond Inventory which is related with the Import-Diamond Supplied to vendors to make Export-jewellery.
* Passing the necessary Entries in the Costing related with the exports/jewellery.

**I am Looking After TDS & GST Accounts**

* Booking All the Purchases & Sales receipt of Bills with necessary Supporting Documents from the Creditors & Debtors.
* Preparing Quarterly Statement of GST Tax on the basis of Sales & Purchase reallocating
* TDS Deduction on Labour & Professional Charges – Preparing Report Every month on the basis of TDS payable Ledger.
* Prepare Sales Invoices, Sales Return, Debit Note & Credit Note on the basis of Sales order or marketing sales Data with GST Value.
* Upload Acknowledgement Receipt of Sales Invoices, Sales Return Invoice, Debit Note and Credit Note.
* Prepre Reports and Working For TDS on the basis of making Payment for Contrator, Professional, Broker or Commission, Rent, etc.
* Prepare Reports and Working for GST on the basis of Sales, purchase and Expenses.
* Reconcile the GSTR-2A through GST portal, on the basis of Receipt of the Purchase charged by Creditors with our Ledger.
* Attending Auditors during the Annual Audit and fulfil in the Annual Audit requirements.

I trust that you will consider my application for the post of an Accountant favourably.

Sir, if I am given an opportunity to work in your organization under your kind control. I assure you that I shall try my level best to satisfy my superior’s.

Date: - 28.08.2019 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIJAY ASHAR