

ASHISH RAJPUT

Finance & Accounts

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📍 Bhajanpura, Delhi-110053



EXPERIENCE

Accounts Receivable Officer

Shield Autoglass Ltd.

📅 06/2018 - Ongoing 📍 Gurgaon

Provide services related to Automobile Glass

- Organized Accounting Officer with 2 years of experience and extensive expertise in cash management
- Resourceful Accounts Receivable Clerk known for excellent account management and time management skills
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity
- Preparation Bank Reconciliation Statement
- Preparations and deposit of cheques received from clients
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance
- Cash Balance, Bank Balance, Outstanding and Collection Details

Bank Treasurer

- Resourceful Bank Treasurer Officer known for excellent account management and time management skills
- Monthly Reporting for the use of Management
- Preparations and deposit of cheques received from client
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity
- Review monthly bank reconciliation statements of all bank accounts and update the line manager on its timely compliance
- Evaluating the internal control systems with a view to highlight shortcomings
- Banking money and cheque received and issuing receipts as requested or needed

Assistant Accounts

M/s Sudarshna Technocrats Pvt. Ltd

📅 04/2017 - 01/2018 📍 Delhi

Trader in Fire Fighting Pump-sets

- Organized Purchase and sales invoices on daily basis.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into accounting system.
- Used Tally software to prepare weekly and monthly financial reports.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments
- Communicated with customers to identify and resolve outstanding payments.
- Reconciled accounts, helpful in manage audits and updated financial records with remarkable accuracy.

EDUCATION

M.com

IGNOU

📅 12/2018 - Ongoing

B.Com(Hons)

Delhi University

📅 05/2014 - 05/2018

CA-CPT

ICAI

📅 04/2014 - 11/2017

Marks

125 / 200

IPCC(appeared)

ICAI

📅 01/2015 - 12/2017

TRAINING / COURSES

ITT - CA, Computer Based Training at ICAI

SKILLS

Accounts Payable & Receivable

Invoice & Payment Processing

General Ledger Accounting

Stress Analysis

INDUSTRY EXPERTISE

Reconciliation



Payable Management



Receivable Management



LANGUAGES

Hindi

Native



English

Intermediate



MY LIFE PHILOSOPHY

"Impossible is nothing..."

STRENGTH

∞ Flexibility And Adaptability

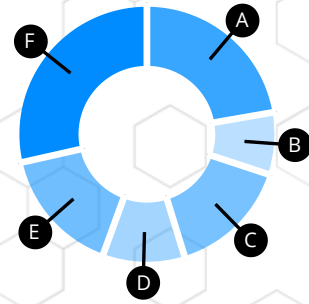
I'm a person who always try to adapt new things to make life and work easy and accurate then before.



Understanding Things Instantly

I learn fast and always try to innovate myself everyday for better and efficient results in my working.

MY TIME



- A Reconciliation
- B Collection Manage
- C Correction in Bills
- D Monthly/Weekly MIS reports.
- E Problem solving
- F Coordination with Branch Staff