

## ASHOK SINGH

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### **CAREER OBJECTIVE:**

To strengthen the organization by putting best of efforts and adding value by continuous learning and implementation and to utilize my financial skills to yield outstanding productivity and remarkable achievements.

### **WORK EXPERIENCE:**

**Company:** Currently working in **Microtek International pvt L td. as Finance Executive ( Credit control executive )** **Since 01Sep2020 Present.**

- Post Sale Order , expenses ( Bank charges)in Sap , & Posting Credit Note and Debit Note in SAP.
- Prepares parties Reconciliations & inter company Reconciliations.
- Building effective relationships with B2C/ B2B & Analysis B2B & B2C revenue.
- Working Cash discount calculation , implement schemes discount and other many offer of company.
- Submission of data and analysis of data & Producing monthly Aged Debtor Reports.
- Evaluating new credit requests and reviewing customers.
- Review and Pass sale order after check credit limit of party in sap Setting up of terms and conditions of credit limit & unblock Sale order also.
- Assessing company risk and raise report as per management , Ensuring timely payment of debts.
- Raise Payment Notice & Reminder to Distributor & Dealers to payment timely.
- Identifies relevant transactions and takes these into account for management reporting, Provides risk and opportunity analysis.
- Prepares monthly summary of actual posted in SAP Open party code in sap through Google Form.
- Responding to relevant client enquiries & Processing and reconciliation of invoices.
- General Accounting ,Checking and posting of receipts to accounting systems.
- Fill employees salary detail in computax for TDS & support senior in accounts related work.
- Coordination with customers, as well as internal personnel including the sales Team.
- Raise Debit Note from Sale Return Scheme remove.
- Intermediate computer software, including Excel and Tally , SAP, Ramco,Equal.

**Company: Saroj Hospital as Executive (Finance and accounts)**

**05. Dec.2018 to 09.05.2020**

- Downloading Data from Systems and mapping the same as per the requirement, coordinating with different teams for the data and checking its accuracy.
- Preparing Daily, Weekly & Monthly MIS Reports , Preparing presentations, Graphs and analytical reports.
- Coordinating with the branches for feedback and different requirements
- Support the Manager in rolling out the new Projects and Initiatives and also updating on the progress and its impact.
- Working in Department Wise Revenue , General Accounting , Channel Wise Revenue.
- Using software IT Dose of hospital for collecting data.
- General Accounting, Knowledge Tally ERP 9.0 , Debit/Credit Note.
- Calculation & Payment of TDS , Create & Maintain All GST Vouchers , Daily working in excel

**Company: Savitri Hospital and Savitri Medicos as Accountant**

**05.May 17 To 04.Dec 18**

- Handle payment receivable of panel TPA, Hospital & pharmacy Bank Reconciliation.
- Create & Maintain All GST Vouchers of pharmacy.
- Calculation of TDS and share to CA for TDS return , Knowledge ITR.
- Debtor & Creditor Reconciliation, Raise & record Debit/Credit Note.
- Generate Salary Sheet, GST bill Reconciliation pharmacy and hospital.
- Raise Depreciation in Tally, Calculation of GST , Knowledge and raise GST invoice in Tally.
- General Accounting of hospital and pharmacy.
- Using software GENMED of hospital and EASYSOL of pharmacy.
- Make working in excel and tally ERP , On time payment of insurance and all bill.

**Company: Xpress logistics As Accountant**

**Apr 2016 - May 2017**

**JOB PROFILE:-**

- Auditing , Bank & bill Reconciliation.
- Create & Maintain All Vouchers , Payment TDS , Debtor & Creditor Reconciliation.
- Basic Knowledge of Service Tax. Work in excel also.
- Knowledge of Taxation/Accounting , General Accounting , Check & Correct VAT , Payment of VAT.
- Debit/Credit Note , Knowledge Tally ERP 9.0. Knowledge ITR , GST Registration.

**Company :Den Network Limited as Logistic executive.**

**2 years**

**JOB PROFILE:-**

- Work in excel daily basis , Coordination and evaluation of the Stock.
- Filed and recorded corporate documentation, electronic files, inventories and reports.
- Established and implemented administrative policies and procedures for the office.
- Sorted and distributed incoming communication data, including , letters and emails.
- Performed various secretarial/clerical duties such as documenting, mailing, and organizing filing system
- Documentation & Filing , Use DEN software, Transfer repair and new stock to party.
- Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis.
- Use associated information systems to coordinate and control the order cycle.
- Purchased office equipment and supplies – contacted vendors and subcontractors.
- Initiate all purchase requests to keep stock items available at all times.
- Raise the logistic records & analysis and share the report to branch manager.
- Maintaining professional relationship and proper communication with the various departments within the organization and with vendors & Handle Team.
- Manage all report and MIS on weekly Basis, Coordination and evaluation of the Stock
- Initiate all purchase requests to keep stock items available at all times.

**JOB PROFILE:-**

- Managing the salary process for the company.
- Manage stock and worker.
- Managed accounts payable, accounts receivable, and coordination with other departments.
- Working in excel daily basis.
- Make stock level as per policies and raise report & analysis.
- Coordination between worker and management.
- Bill Reconciliation.
- Administered policies, processes and procedures , manage tour for worker regarding work.
- Handle Accounts entry , Prepared annual company accounts and reports.
- Create & Maintain All Vouchers.
- Update to date of All vouchers , Use Tally 9.0 , Payment TDS.

**EDUCATIONAL QUALIFICATION & TECHNICAL SKILLS :**

- MBA from IGNOU 2017.
- B.com From Delhi University in 2011.
- 12th From C.B.S.E. in 2008.
- 10th From C.B.S.E. in 2006
- TALLY , BUSY EASYSOL ITDOSE EQUAL RAMCO SAP HANA.
- MS-OFFICE, EXCEL.

**OTHER SKILLS:**

- Multi-tasking
- Flexibility
- Telephone skills
- Time management
- Attention to detail
- Scheduling
- Professionalism

**PERSONAL DETAILS:**

Father's Name	:	Mr. Dan Singh.
Date Of Birth	:	16th july, 1990.
Language Known	:	English, Hindi.
Hobbies	:	Traveling.
Hometown	:	Uttarakhand.

**DECLARATION:**

- I consider myself to satisfy the desired needs of the Office, I am confident of my ability to work as a member of the Office.
- I hereby declare that the above furnished details are true to the best of my knowledge.

**PLACE : DELHI**

**ASHOK SINGH**

**DATE:**