

ASHISH KUMAR SHUKLA

+91-8218115209

shuklaashish907@gmail.com

Objective

An exposure in managing Business & Financial Operations of the organization's economic and financial performance and Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step of targeting assignments in Financial Planning, Analysis, and Reporting with a leading organization of repute experience and I want to build my career with a professionally managed organization that provides excellent work culture, I would like to grow with the organization, contribute to it and want to prove a valuable asset to the institution I serve .

Work Experience

➤ **Deputed at Gail India Limited as Executive (Finance and Accounts)**

➤ **Gail India (Limited) from 02.03.2022 – 01.03.2023**

- Checking of Monthly RA Bills, Invoicing & MIRO and Clearing.
- Checking and Processing Medical Bills & Hospital Bills.
- Preparing Memorandum of payment for each in invoice in excel.
- Guest House Bills and Contingent Bills Processing and Reverse.
- SBT Advance Payment settling.
- Checking and Processing Employee food bills.
- Checking & keeping record of bank guarantee.
- Booking of vendor Invoice via- MIRO.
- Imprest Bill Settlement and Clearing.
- Checking of GST input, tax credit and release.
- Processing and Settling Employee Tour Bills.
- Electricity and Driver Bill Process in SAP –FICO.
- Analysing purchase order & cross checking invoice with same..
- Preparing &keeping Invoice record for GST data purpose.
- Day to day journal Entries and Receipt and Payments Voucher.
- Preparation of various MIS as desired by management.
- Preparation of Bank and Vendor Reconciliation statements.

➤ **Deputed at CJ DARCL Logistics as Officer- Accounts**

➤ **CJ DARCL Logistics from 04-12-2023 to 03-04-2024**

- Making Purchase order , service entry sheet in SAP
- Work on Invoice verification Process (MIRO)
- Creation of sales order and outbound delivery
- Invoice processing PO and Non-PO based invoice in SAP
- Checking and Processing Reimbursement bill, Vendor invoice in SAP
- Co-ordinate with vendor for Payment
- Reconciliation of Accounts Payable & Modification.

Academic Qualification

- MBA Finance from Dr. A P J Abdul Kalam Technical University ,Lucknow 2021
- B.com from Chaudhary Charan Singh University Meerut.2019
- Senior Secondary From U.P Board.2016
- Higher Secondary Board From U.P Board.2013

Certificate

- Basic of Computer
- Course on Computer Concepts
- Certificate of Advance excel workshop –Ducat
- Summer training program in Share Khan

Skills

- SAP FICO ,MM Module
- MS Office Suite- MS Excel, MS Word, PowerPoint
- Good Typing
- Team Work
- Multi-Tasking
- GST ,TDS

Interest

- Listening Music
- Volunteer Work
- Outdoor Activities

Personal Details

- Father Name : Mr. Mata Sahay Shukla
- Date of Birth : 21 August , 1997
- Gender : Male
- Marital status : Single
- Nationality : Indian
- Language knowledge : English & Hindi
- :