

ASHISH KUMAR SHUKLA

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Objective

A 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 Account)-Apprenticeship
- Gail India (Limited) from 02.03.2022 – 01.03.2023
 - Checking of Monthly RA Bills, Invoicing and Clearing.
 - Preparation of Monthly GSTR Returns for Business Area .
 - Reconciling GST returns for Business Area
 - Checking and Processing Medical Bills & Hospital Bills and Guest House Bills .
 - SBT Advance Payment settling .
 - Checking and Processing Employee food bills .
 - Processing Employees Reimbursement.
 - Checking & keeping record of bank guarantee.
 - Booking of vendor Invoice via- MIRO .
 - Imprest Bill Settlement and Clearing .
 - Maintain Petty Cash book Monthly .
 - 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 , Receipt and Payments Voucher.
 - Preparation of various MIS as desired by management.
 - Preparation of Bank and Vendor Reconciliation statements Monthly .
 - Co-ordinating with Vendors .

Summer Training

- Summer Training Program in Share Khan 21.09.2020 to 06.11.2020
 - Understanding of Share Market.
 - Calculation of the brokerage.
 - Acceptability of Online Trading.
 - Survey on Consumers perception regarding Online Trading.
 - Understanding of Commodity, Derivative Market & Mutual Funds.

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
- Tally

Skills

- SAP FICO Module
- Tally ERP 9
- MS Office Suite- MS Excel, MS Word, PowerPoint
- Team Work
- Multi Tasking

Interest

- Listening Music
- Volunteer Work
- Outdoor Activities

Personal Details

- Date of Birth : 21 August , 1997
- Gender : Male
- Marital status : Single
- Nationality : Indian
- Language knowledge : English & Hindi
- Location : New Ashok Nagar (East Delhi)