

RESUME

ASHOK VASHISTH

D-837 INDER ENCLAVE PHASE-1

KIRARI SULEMAN NAGAR

Delhi-110086

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CAREER OBJECTIVE

To be associated with a progressive organization that gives me the scope to apply knowledge and skills development through my education and effective assimilation of knowledge.

ACADEMIC QUALIFICTION

- B.COM PASSED FROM CCS UNIVERSITY IN 2014
- 12TH PASSED FROM CBSE BOARD IN 2010
- 10TH PASSED FROM CBSE BOARD IN 2008

PROFESSIONAL QUALIFICATION

- Knowledge of Purchase Order & Sales Order
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Knowledge of expense invoicing & material invoicing
- Knowledge of SAP (HANA) software.
- Tally Erp 9.0./ Prime.
- Data entry of all accounting vouchers.
- Knowledge of debit and credit note.
- Adjustment of payment against debtors & creditors.
- Vouching of daily routine expenditure & income.
- Basic knowledge of GST & TDS.

WORK EXPERIENCE

- I worked in M/s SUGOI MOTORS PVT LTD (RING ROAD HONDA) as an Accounts Executive.
- Working experience MICROTEK INTERNATIONAL COMPANY as executive in credit control Department.
- Presently working in OKAYA (EV) industry ltd as an accounts executive..

COMPUTER SKILL

OPRATING SYSTEM

SOFTWARE SUIT

ACCOUNTING PACKAGE

WINDOW98/XP/7

MS EXCEL,MS WORD

EQUAL, RAMCO,EDMS,TALLY 9.0

SKILLS

- Good Impersonal and Communication Skills.
 - Positive Attitude, Confident, & Hardworking.
 - Ability to Work under Pressure.
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PERSONAL DETAIL

Father's Name	:	Sh. Ram Niwas
Date of Birth	:	11-Oct-1991
Gender	:	Male
Marital Status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	Hindi, English

DECLARATION

I declare that the information given above is true to the best of my knowledge.

Place- DELHI

Date-

(Ashok)