**RESUME**

ASISH KUMAR UPADHYAYA

Mob:- 7205201300

E-mail-asish0924@gmail.com

I take this opportunity to introduce myself as **Mr**. Asish kumar upadhyaya, currently working in Shri Balaji Security Services as Account Executive.

**Objective:**

Desire to obtain career opportunities in the field of human accounting and finance, where I will be encouraged to set higher aspiration and pursue them in an environment of organizational excellence.

**Educational Qualification:**

* B.SC From F.M.University in the year 2015
* I.SC from C.H.S.E, Odisha in the year 2012
* H.S.C. from B.S.E., Odisha in the year 2010

**Work experience**:

Account Executive:

Company: Shri Balaji security services, Ahmedabad

Duration : May 2016 to till date

Responsibility

\* Making mail to employees

\*To interact with the Employees for smooth payment

\*Prepare Wages sheet for smooth payment process.

\*Make A payment in Bulk upload sheet also (Kotak Mahindra bank format)

\*Maintain payment done sheet also and sending a main to approve and related authority also

\*Sharing Transactions ids to all employees with their related projects

\*Prepare cash voucher with approve duly

\*Maintain excel format for petty cash, expense, paymentsheet unit wise

**\***Collect and Entry bank account number for smooth payment process.

\*Update account number and if any problem to on line solve the case.

\***Cashier**

.Process customer payments by cash

.Answer Telephone calls regarding menu questions, and business information.

**Personal Skills:**

Ability to deal with people, willingness to learn, Punctual, Goal Oriented, Self Motivated, Responsible & Hard Working.

**Technical Skill**

**PGDCA:**

* **General: Basic of computer software and hardware**
* Knowledge of MS office, Internet and its usage.

**Personal Profile:-**

Name : Asish kumar upadhyaya

Father’s Name : Prabhakar upadhyaya

Permanent Address : At- Rahapada

Po :-Kochiakoili

Via :-Bahanaga

Dist: :- Balesore

State:- Odisha

Date of birth :-15/01/1995

Gender : Male

Marital Status : single

Religion : Hindu

Nationality : Indian

Strength : Hard working, & Honesty

Language Known : English, Hindi, Odia

Hobbies : Traveling, Listening music, reading stories, playing cricket.

**DECLARATION**

I do here by declare that the above statements are true and correct to the best of my knowledge and belief.

Date: 03/08/2018

Place: (Asish Kumar Upadhyaya)