

# ASHOK KUMAR

Audit Assistant

Uttam Nagar, Delhi |  
+919910483229 |  
ak6132205@gmail.com

---

Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

---

## EXPERIENCE

### AUDIT ASSISTANT

KPMG | Noida, India

APRIL 2021 – AUGUST 2022

Working in a large-sized public accounting firm to provide professional accounting services for business client. Providing full range of services including audit support, preparation and reviewing of financial statements, general ledger accounting and bank reconciliation. Prepared standard documents and ensuring timely and accurately communication of the documents for more than 20 Clients. Maintaining Financial books, tracked expenses, prepared and submitted invoices and oversaw payroll. Coordinated in Preparing audit reports and statements for review to the managers. Communicated with the client in a proper manner and in a professional manner on behalf of the company and communicated to Singapore and Hong Kong clients that are Fortis Healthcare and Amplus Solar power. Have applied knowledge in preparing Inventory audit at the end of the accounting year and worked in the purchase audit as well like collecting PO and checking when the purchases has been made and when the inventory has come in the warehouse and the client location.

### TAX SUPPORT REPRESENTATIVE

UKG | Noida, India

APRIL 2024 – PRESENT

Working in a mid-sized company in the tax department. Coordinating and supporting the tax team in closing the tax cases sent by the clients or the customers on their portal. Handling International Indirect taxation & coordinating with the consultants in the respective countries. Effectively supporting the implementation of tax compliance strategies. Handling Indirect Tax litigations with the support of Tax Consultants. Tracking all the open issue of the consultant and stakeholder and ensuring to provide them regular update without fail. Responding to all consultant issues/ queries and work with necessary teams to provide a resolution. Ensuring all submitted time is approved within timelines, invoke follow up and escalation process as required.

---

## CERTIFICATIONS

- **Google Project Management Certificate** – December 2023 – March 2024
  - **Intuit Academy Bookkeeping Professional Certificate** – September 2023 – November 2023
  - **Tally Bookkeeper Professional Certificate** – May 2023 – September 2023
-

- 
- **PWC Taxation Executive** – February 2023 – May 2023
  - **Data Analytics with SQL and Excel Certificate** – October 2022 – January 2023
- 

## EDUCATION

### **BACHELOR OF COMMERCE, DELHI UNIVERSITY**

Zakir Husain Delhi College

June 2017 – November 2020

- Distinguished member of university's Accounting Society
  - GPA 6.545
  - Secured First Division
- 

## SKILLS

- |                        |                             |
|------------------------|-----------------------------|
| • Bank Reconciliations | • Bookkeeping               |
| • Time Management      | • Exceptional communication |
| • Accounting           | • Microsoft Excel           |
| • Project management   | • Accounting Concepts       |
| • Smart Thinking       | • Problem Solving           |
| • Decision making      | • Fast learning skills      |
-