**RESUME**

Ashok kumar agrawal

MBA,Marketing & Finanace

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Present Address : Flat No -106, B-3

Vijaya Regency

Vijayapuram colony

Bilaspur

**JOB OBJECTIVE :**

To work with a firm professional work driven environment where i can utilize and apply my knowledge, skills which would enable me as a Experience graduate to grow while fulfilling organizational goals.

**PROFILE SUMMARY** :

**BASIC ACEDEMIC CREDENTIALS :**

Qualification Board/University Year Percentage

MBA (Marketing & Guru Ghasidas 2015 67 %

Finance ) University

Gradation (BCOM) Bilaspur universtiy 2013 53.47 %

Higher secondary C.G. Board 2010 64 %

School

**EXPERIMENTIAL LEARNING (SUMMAR INTERERNSHIP PROGRAM)**

• Company name - South eastern coal field limited, bilaspur (c.g.)

• Project title - Man power planning

• Duration - 45 days

**PROJECT REPORT :** Marketing

Topic **:** Study on consumer preference towards micro packaging of selected FMCG products in Ratanpur (c.g.)

**Work experience :**

* 1st Company Name – Indusind Bank ltd

Designation – Asst. Sales Manager

Date of joining – 07/06/2016

Previous salary – 18000/-

**Job Description :**

1. Achiving sales target,

2. Opening saving or current account,

3. Controlling marketing executive,

4. Deciding sales target on junior executive employees**.**

* 2nd Company Name – Agrawal Infrabuild Pvt. Ltd.

Designation – Accountant (Finance & Banking )

Date of joining – 11/01/2016

Current Salary – 33000/-

**1. Organization : Agrawal Infrabuild Pvt. Ltd**

Designation : Accountant

Location : Bilaspur HO.

Project : Rehabilitation and up gradation Nandghat-Bhatapara- Balodabazar (SH-10)

Project Cost : 150 Cr

Role : Finance & Banking

**Organization : Agrawal Infrabuild Pvt. Ltd**

Designation : Accountant

Location : Bilaspur HO.

Project : Rehabilitation and up gradation NH-200 (New NH 49) Village Theka/Darrighat to village Banari Section

Project Cost : 269.75 Cr

Role : Finance & Banking

**Organization : Agrawal Infrabuild Pvt. Ltd**

Designation : Accountant

Location : Bilaspur HO.

Project : Six Laning of NH-5 (New NH-16) from Tangi to Bhubanneshwar

Project Cost : 806.11 Cr

Role : Finance & Banking

**Job Description :**

1. Maintained cash Sheet & Distribution of cash.

2. To prepare P to P Process. (Purchase order, GRN, Purchase Authorization, Purchase posting, Request for payment, Final payment )

3. To Maintained all accounting work in Nway Erp Base.

4. To authorized all accounting work like salary, Banking entries, Bill posting & others.

5. To Maintained daily wise Payment Balance, Balance pad for Confirm the Balance of uncleared cheque & others.

6. To cash withdrawal from bank & other work like that BG prepare, LC prepare, CC limit Extension, Approval of some other Services.

7. To Regular Monitering the Banking Entries of day by day.

8. I am also regularized the funding process of company like that ( purchase order, Machine/Equipment order, Serve the documents to financier, Approval for financier, Delivery order Rec from vendor & others.

9. I also regularize the Roc charges & others.

10. I also work in Compotax for Tds Return.

11. I also prepare cash flow statement & fund flow statement montly wise.

12. I also finalize the some company audit report.

**IT’S PROFICIENCY**

* Microsoft office, excel, power point, adobe PageMaker
* Managing Daily Cash Balance.
* Ensuring that Cash flow are adequate to allow business units to operate effectively.
* Forecasting Cash payments and anticipating challenges arising from limited cash flow.
* Maintain Banking Relationships and negotiating loans and merchant services for business units.
* Maintaining our accounts system.

**EXTRA-CURICULAR ACTIVITIES :-**

* Member of National Service Scheme
* Board writing
* Campus development

**ACHIEVEMENT :-**

* Actively Participated in various sports activites for inter school.
* Actively operanting in computer work.

**INTERPERSONAL SKILL :-**

* Ability to repidly build relationship and set up trust.
* Ability to cope up with different situation.
* Confident and determined.

**PERSONAL DETAILS :-**

• Father name : Late shri Deepak Agrawal

• Permanent address : Flat no – 106 B/3 Vijaya Regency Vijaypuram colony

seepat chowk Bilaspur

• Date of Birth : 01/11/1992

• Language known : English & Hindi

• Marital status : Single

• Nationality/ Religion: Indian/ Hindu

• Interest & hobbies : Internet browsing, badminton and reading

**DECLARATION**

To do hereby declare that the above information is true to the best of my knowledge

Place : ........................... Ashok kumar Agrawal

Date : ..........................