

# P. ASHISH KUMAR

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## PROFESSIONAL SUMMARY

Driven and resourceful administrative professional with 5 years of experience assisting with work of high-achieving executives. Track record supporting professional needs with well-organized precision. Executive Assistant skilled at high-volume workloads in rapidly changing environments and administrative support to senior-level staff. Dedicated Accounting Executive with excellent experience in industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Expert in travel management, expense tracking and schedule coordination. Assists in the executive team using exceptional communication and organizational skills.

## SKILLS

- Auditing procedures
- Cash Flow Management
- Debt management
- Credit analysis
- Financial Forecasting
- Accounts Payable
- GST Reconciliation
- Cost accounting
- Expense Tracking
- Tax Compliance
- VAT Assessment and Admin
- Payroll Processing

## WORK HISTORY

### Asst. Manager of Finance & Administration., 04/2022 - Current

#### Coresonant Systems Private Limited

- Oversaw invoicing, accounts receivable, and accounts payable with a focus on optimizing processes and ensuring accuracy.
- Led GST reconciliation processes, ensuring compliance and accurate reporting.
- Managed the payroll function, including overseeing payroll accuracy and resolving any discrepancies.
- Directed the calculation of TDS and the processing of ESIC and EPF returns, ensuring timely and accurate submissions.
- Supervised Tally entries and bank reconciliation activities, implementing improvements for efficiency.
- Administered banking tasks including the management of bank guarantees, fixed deposits, and client correspondence.
- Addressed and resolved complex banking issues, providing solutions and recommendations for improvements.
- Coordinated and managed administrative tasks, improving organizational processes and supporting overall financial strategy.

### Accounting Executive, 01/2022 - 03/2022

#### Coresonant Systems Private Limited

- Assisted with invoicing, accounts receivable, and accounts payable, ensuring accurate and timely processing.
- Performed GST reconciliation to maintain compliance and accurate financial records.
- Supported payroll management activities, including data entry and payroll processing.
- Calculated TDS and processed ESIC and EPF returns as part of routine financial operations.
- Executed Tally entries and assisted with bank reconciliation tasks.
- Handled basic banking tasks such as processing bank guarantees and fixed deposits, and preparing client correspondence.
- Resolved routine banking issues and supported various administrative functions.

**Accounting Executive**, 04/2021 - 01/2022

**HNS Industries**

- Oversaw invoicing, accounts receivable, and accounts payable.
- Performed GST reconciliation and managed payroll.
- Calculated TDS and processed ESIC and EPF returns.
- Executed Tally entries and bank reconciliation.
- Assisted with administrative duties.

**Accounting Executive**, 08/2019 - 03/2021

**SRT Industries**

- Managed invoicing, accounts receivable, and accounts payable.
- Conducted GST reconciliation and prepared GST returns.
- Handled payroll processing, TDS calculation, ESIC returns, and EPF returns.
- Performed Tally entries and bank reconciliation.
- Conducted VAT assessments and handled various administrative tasks.

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EDUCATION

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**MBA:** Finance, 2022

**Holy Mary Institute of Technology Science and Management** - Osmania University

GPA: 62%

**B-COM:** General, 2018

**Wesley Degree College** - Osmania University

GPA - 64%

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LANGUAGES

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English, Telugu and Hindi