



Ashwani Paswan

646 Devli Extn.,
New Delhi - 110080

(+91) 8802276255
ashwanipswn@gmail.com

ABOUT ME

A hardworking but easy going individual looking for a new opportunity within large or small workplace that allows me to grow.

I like to do challenging jobs that keep me analytic and strategic.

SKILLS

WORK

ACCOUNTING

TDS

TALLY

GENIUS

TAX RETURNS

TAXATION

WEBTEL

QUICKBOOKS

BUSY

SIGMA

QUICK BOOKS

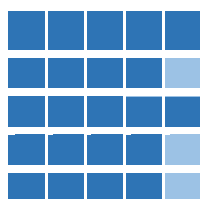
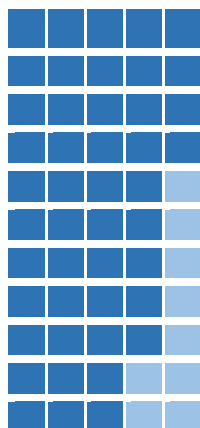
WORD

EXCEL

OUTLOOK

MANAGEMENT

POWER POINT



Ashwani Paswan

Asst. Manager Accts & Finance

EXPERIENCE

(May 2019 – Present)

Asst. Manager (Accounts & Finance)

Nirman India Constructions Pvt. Ltd.

NICPL is a Pvt. Ltd. company involved into commercial outfit fittings, Interior Designing & providing works contract services, mainly focuses on commercial malls, hotels & hospitality sector. My work here includes collecting and analyzing the financial information. Reporting to management on weekly & quarterly basis, producing financials reports related to accounts payable, accounts receivable & project wise expenses etc. Developing strategies that work to minimize financial risk. Ensuring operation compliances with policies.

Assist in preparing year end books for auditing, reconciliation of banks, vendor statements, P&L Accounts.

Managing vendors & Contractors, processing their payments on weekly basis after necessary approvals & deductions. Taking care of billing process so that it is done within the decided time limit & manner after all the necessary discussions with project & marketing departments. Identifying the loop holes that might result in business loss. Perform reconciliation activities & office management duties as required.

(November 2017 – April 19)

Senior Executive (A&F and Billing)

Kreative Solutions

Kreative Solutions is a proprietor firm engaged in the business of corporate gifting. My duties were to manage the Pan India billing process as per the client requirements/purchase orders. Order processing after receiving the Po, Accounting stock management. Monitoring compliances to commercial policies, Report generation for management providing the details of accounts payable & receivable, monthly & quarterly income-expense summary. Analyzing the profit margins and discussing with sales and marketing team. Taking care of all over the procurement process since after receiving of order till delivery of products/Services. Assisting the VP Finance preparing various analyzing reports & tax compliance, Calculation of taxes filing of returns, finalization of books of accounts, assisting auditors for P&L account and Balance sheet.

(2016 – November 2017)

Senior Executive (Taxation & Audit)

V.K. Pasricha & Co. (CA Firm)

I had been working for the CA Firm, handling almost all the works that are done in a CA firm including Accounting for various clients, handling their book, Finalization of books for month end and preparing P & L Account &

PERSONAL

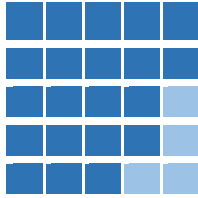
COMMUNICATION

ORGANIZATION

TEAM PLAYER

CREATIVITY

SOCIAL



Balance sheet, Auditing, Calculation of taxation (direct & Indirect) & Filing of monthly, Quarterly & Annually returns. After implementation of Goods and Service Tax, Calculation of Gst for every month getting them deposit and filing the returns accordingly was one of my monthly jobs. Before gst I had been handling various returns such as vat, service tax for our various clients.

(2015 – 2016)

Accounts Assistant

V.K. Pasricha & Co. (CA Firm)

I joined this CA firm as a trainee. I used to keep accounting for their individual and corporate clients my work included their book writing and various kinds of vouchers posting.

EDUCATION

(2013 – 2016)

BACHELOR OF COMMERCE

DELHI UNIVERSITY

I Pursued my B.com from Delhi University securing good marks in my all relevant subjects.

(1997 - 2013)

SCHOOLING

I completed my schooling in New Delhi, I Completed my 12th with commerce stream scoring good marks similarly I got good grades in my 10th Class.

Other Relevant Activities

Professional Course from IIFA

Before entering in my professional life I completed a professional course from IIFA where I learned how corporate accounting is done and all other aspects of accounting that I was not aware by studying various case studies.

Tally

After the implementation of GST, many software companies has updated and enable their softwares according to GST Portal for easily going & Implementation of GST, I also learned the Upgraded tally to make myself better using the software as there was few changes in tally such as Reverse charge mechanism system & Complications of advanced entries.

GST Course from Tax Advisory India

Before implementation of GST from 1st of June, 2017 I had completed my GST Course from Tax Advisory India, speaker CA Rajesh Agarwal, as our firm had various clients that were about to cover under GST Regime.

Graphic Designing

I also learned graphic designing after completing my school as I had enough time. Still like to use corel draw & other photo shop software in spare time.

Personal Data

Date of Birth : 14th of July, 1994
Currently Living : New Delhi
Languages : Hindi, English
Marital Status : Unmarried
Strength : Hardworking, always keen to learn new things
Like to go beyond the limits to satisfy my work.
Don't require much time to understand & learn new things
