

Ashish Srivastav

Accounts Executive

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Ashish-Srivastav/adffa2b278b4e876](https://www.indeed.com/r/Ashish-Srivastav/adffa2b278b4e876)

I would like to work with a steam organization to utilize my capability and to prove my professional skills.

WORK EXPERIENCE

Accounts Executive

The Visaya - April 2011 to December 2012

Job Responsibilities:

- Preparing Invoices.
- Preparing all accounting entries in Tally ERP.
- BRS Maintaining.
- Preparing Account Books of the Company.
- Luxury Tax, TDS Challan, Service tax & VAT.
- Finalizing Balance sheet and P/L.
- Petty Cash.
- Making Salary & Service charge of the employees.

ACHIEVEMENTS:

Accountant cum Cashier

The Visaya - Varanasi, Uttar Pradesh - September 2012 to September 2012

FMCG Firm)

Designation: Accountant cum Cashier

Job Responsibilities:

- Preparing Invoices.
- Prepared all accounting entries in Tally.
- Prepared Account Books of the Company.
- Prepared Balance sheet and P/L.
- Maintaining Stocks.
- Petty Cash.

> I also Worked with R. Tandon & Associates (CA Firm) (Varanasi) as an auditor.

EDUCATION

Industrial Accountant

"The Institute of Computer Accountant (ICA) "

B.Com

K.V.P. University

2009

U.P. Board - Allahabad, Uttar Pradesh

ADDITIONAL INFORMATION

Skills:-

Account Software: Tally 9 ERP, Tally9.0, Tally7.2, Win HMS (Hotel Software)
Zen TDS.

Application Software: MS Office 2007 & 2003, Internet, Outlook.

Taxation: TDS, Service Tax, Luxury Tax, Vat & Income Tax.