

ASHISH SHANKER SRIVASTAVA 27,Vasant Enclave
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**Seeking assignments in account /finance operations with growth driven organization
repute.**

Professional Synopsis

Finance & operation professional with more than 15+ years of rich and insightful experience in accounts, finance & banking.

Proven skills in Problem solving ensure a streamlined & efficient billing system & collections & vendor payments & banking issues in regional office and providing the optimum solution through the best team management and process streamlining abilities .

Core Competencies

Exposure of SAP

- Exposure of SAP modules FI & MM.

Team Management

- Leading & monitoring the performance of other team members to ensure smoothening in operation and meeting individual & group targets.
- To ensure that the teams adhere to all the quality tools and procedures

Career Highlights

Reliance JIO Infocom Ltd.

Jan'16 to till date

- Responsible for payment processing in SAP of vendor's bill/utility bills & Etc.
- Responsible for channel partner's Account Reco .
- Responsible for rent processing of tower vendors
- Responsible for coordination with human resource (HR) team regarding

employee claims & policies of company.

- Analysis of GLs/Vendor's account/debtor's account with ageing.
- Sound knowledge of collections & claims procedures.

H.M.V.L. Of HT media Group (Print Media)

Sept' 14 to Jan'16

- Sr. Executive (Accounts) Regional office Allahabd (UP)
- Responsible for vendor's bill/ utility bill/facility bill/imprest payments/BRS/CMS Reco/GL's analysis/vendor's & debtor's ageing of regional office.

Job profile:

- Responsible for payment processing in SAP of vendor's bill/utility bills & Etc.
- Responsible for various MIS reports (FIAT-Qtly/MIS P&L –monthly /UFC template monthly) to management.
- Responsible for payment processing of experience inctted at regional office .
- Responsible for accounts receivable issues with customers.
- Responsible for coordination with human resource (HR) team regarding employee claims & policies of company.
- Responsible for monthly provisions of expenses incurred but not processed .
- Responsible for execution of BS format (balance Sheet) on monthly basis .
- Analysis of GLs/Vendor's account/debtor's account with ageing
- Execution of BRS with CMS –reco.
- Coordination with internal & statutory auditors.
- Prepare customer's statements, bills & Invoices.
- Manage & resolve customer inquiries.

Reliance Communication Ltd.(Telecom Industry)

Apr' 10 To July '14

- Senior officer (banking & accounts) Regional office Lucknow (UP.)
- Responsible for employee claims/ imprest payments of regional office & cluster locations /tower electricity bill payments.
- Job profile :
- Responsible for payment processing in SAP of tower electricity bills of UP/Bihar /Jharkhand circles.
- Responsible for sending request/data to our HO banking team for Cheque/DD.
- Responsible for payment processing of expenses incurred at Regional office & various cluster offices .
- Responsible for processing of employee claims of UP /Bihar /Jharkhand circles incurred during the month & entered through employee portal (ESS).
- Responsible for coordination with human resource (HR) team regarding employee claims claim policies of company.
- Responsible for monthly provisions of expenses incurred but not processed .
- Responsible for various MIS reports & data to regional/HO Management .
- Responsible for coordination with internal & statutory auditors.
- Capitalization of assets.

Saf Yeast Company Pvt. Ltd. (An Indo French Collaborated Company)

Feb'06 to Mar'10

Accounts officer at factory office- Sandila

Job profile :

- Responsible for managing & processing bills payable Accounts.
Responsible for managing fund (bank reconciliation, cash budget, controlling TDR Rev sweep and auto sweep of current account ,controlling cash management services of different locations all over India with axis banks.
- Effectively managing debtors (credit policy, debtors ageing & account receivable
- Assisting in all matter of process activity.
- VAT.ITC & all matter related to purchase bills.
- Head office & branch office reconciliation.
- Responsible for accounts receivable issues with customers.
- Followed up & allocated payments.

Omega group (Exporter of kids Garments) Gurgaon

Jan'03 to Feb'06

Account's executive at head office-Gurgaon

Job profile :

- Responsible for bank reconciliation .
- Responsible for vendor bills processing & payment
- Responsible for booking of bank/journal vouchers.
- Responsible of issuing sale tax form (C form ,D1 Form & H1 form)
- Responsible for filing return of sale tax.

Core Solucom Ltd (IT Software Company)

Jul'01 to Jan'03

Account executive –Gurgaon

- Responsible for booking of Bank /Cash/Journal Vouchers
- Responsible for bank reconciliation

- Responsible for vendor bills processing & payment
- Responsible for payroll accounting .

Academic Credential

- ✓ Master of commerce from Nainital University ,Nainital in 1999

IT/Computer Enhancement

- ✓ SAP Accounting
- ✓ Tally Accounting
- ✓ Ms-office (Excel/ World)
- ✓ Quick book pro (American Accounting Software)

Personal Profile

Date of Birth : 29th August -1973
Father's name : Late Shri L.S. Srivastava
Sex : Male
Martital status : Married
Nationality : Indian

Date

Place :- Lucknow

(Ashish Shanker Srivastava)