

ASHWANI KUMAR SRIVASTAV

A-293 NEW RANJEET NAGAR OPPOSITE STAYAM CINE PLEX PATEL NAGAR, NEW DELHI 110008, INDIA

MOBILE: +91-9871919066 Alt no.-9871919266 | Email:shrivastav_ashwani@yahoo.co.in

Semi Qualified Chartered Accountant with a good working background. Committed team player, who uses high standards of communication to establish positive interpersonal relationships; quick and willing to assimilate and apply new working procedures. Good command in MS Office, including Excel.

Objective

Seeking an assignment in a dynamic growth-oriented organisation, that may provide challenges and significant opportunities for value-addition and growth.

EDUCATION AND PROFESSIONAL DEVELOPMENT

CA. Inter Qualified

Institute Chartered Accountant of India

- Studied Completed modules of Accounting, Direct Taxation, Indirect Taxation, Corporate Laws & Auditing.

Bachelor of Commerce (Pass.)

2007– 2010

Delhi University, India.

- Completed modules, including: Corporate Finance, Accounting Management, Statistics, Micro and Macro Economics, Taxation, auditing and Business Mathematics.

XIIth Standard

2005 - 2006

- Passed from D.A.V Senior Secondary School, Patel Nagar.

Xth Standard

2003 – 2004

- Passed from D.A.V Senior Secondary School, Patel Nagar.

Experience

2008-2013

In India Brand Equity Foundation.

- As a Manager Accounts & Finance from Aug, 2014 to till date.

In Genpact India

- As an Process Associates Finance from July 2011 to July, 2014.

In K. K. Khanna & Co.

(Chartered Accountant)

- As an Accounts Assistant from Jan 2008 to Jun 2011.

Current Roles & responsibilities

- ✓ Finalization of accounts in accordance with the Trust Act, & relevant Accounting Standards.
- ✓ Deduction & payment of TDS & Preparation & submit ion of quarterly E-TDS returns.
- ✓ Perform entire Accounting work like journal entries, Ledger preparation, bank reconciliations, debtors & creditors ageing schedules.

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- ✓ Handle Income Tax Scrutiny cases & Assessments.
- ✓ Preparing of Tax Audit report in conformity with provisions of Income tax Act, 1961.
- ✓ Preparing of Employees Payroll/Salary.
- ✓ Interaction with outside authorities(like Tax authorities & Banks)
- ✓ Accountable for Statutory audit.
- ✓ Preparing Periodically MIS for decision making purposes for higher level management.

Past year Experience in Auditing

Statutory Audit

- ✓ Bank of India
- ✓ Jaipur golden Hospital
- ✓ YMCA
- ✓ Auto Expo audit of 2008 & 2010(Joint venture of CII, SIAM and ACMA)

Key achievements

- Got recognition in Genpact as best handler of work in the process who stream line the process requirements.
- Qualifying for GE overseas client project & got an offer for foreign employment with in a GENPACT.
- Good communication skills to deliver confident and smart presentations.
- Ability to handle all accounting functions, statutory requirements & audit independently.
- Ability to Lead.
- Process driven

Areas of interest

Listening music, watching & playing cricket and swimming.

Computer Literacy

- MS office.
- Tally ERP 9.0

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- REMCO
- SAP(Module- P31, transaction code-VD- 01, 02 & 03)
- ORACLE

Personal vitae

- Date of Birth: 7th December, 1986
- Father's Name: Raj Kumar Srivastav
- Languages known: English & Hindi
- Marital Status : Unmarried

Place: -New Delhi

Date: -

(Ashwani Kumar Srivastav)