

ASHWIN P A

Puthussery (H), Koonammavu, Ernakulam | Mob:9895899289 | Email: ashwinputhussery@gmail.com

Summary

Strategic and analytical finance professional with 7 years of experience in financial reporting, analysis and project management. Consistently meeting deadlines, resolving discrepancies and increases company revenue. Highly skilled at maximizing productivity through detailed analysis and process improvements.

Skills & Abilities

- Organization and Communication
- Quick Learner and Energetic
- Strategic Planning
- Ready to Face Challenges
- Team Leadership
- Multitasking
- Dedication and Hardworking
- Multitasking

Work History (7 Years and 8 Months)

Assistant Manager Accounts – Pin Online Marketing Pvt Ltd. March 2018 – Present

Duties and Responsibilities

Accounts Payables

- *Effective petty cash and daily cash transaction management
- *Voucher Creations and Authorization
- *Daily Cash Expenses Managing
- *Daily Bank Expenses and Cheque Issues
- *Asset Purchase Management

Accounts Receivables

- *Generating the Client Invoices
- *Follow ups on the Invoices
- *Ensuring the Collections

TDS,GST and IT Related Tasks

- *Monthly GST filing
- *Coordinating with the Audit Team and TDS return filing quarterly.
- * Timely calculation and deposit of tax

Budgeting and Forecasting

- *Forecasting of Fund Flows on the basis of projections
- *Planning the expenses on the basis of fund flow and cash flow

Tally ERP 9

- *Daily Ledger Entries Posting
- *Monthly Reports to the Management
- *Salary Payroll Management

- *Bank Reconciliation, All statutory compliance like ESIC,EPF
- *Collaborate extensively with auditors during preliminary and year-end audit process

Finance Officer - Zoftware Pvt. Ltd.

Feb 2016 - Jan 2017

- *Experience with accounts payable/receivable, general ledger, cash receipts, payroll and utilities, budgeting, cash forecasting
- *Reconciliation the debtor's statement and co-ordinate with debtors.
- *Payment of all vendors and official expenses.
- *Timely calculation and deposit of tax
- *Cash flow and Fund Flow Management

Accountant - Indiavision Satellite Communications Ltd.

Jun 2011 - Feb 2016

- *Accounting functions, keeping of books of accounts for tax return filling & auditors etc.
- *To maintain petty cash account and daily transaction of cash and bank.
- *Prepare quarterly budgets for operations and purchases.

Audit Assistant - MPJ Nampoothiri & Co (Chartered Accountant Firm) May 2010 - May 2011

- *Vouching of various books like purchase book, cash book, journal
- *Tax audit for private companies, individuals and firms.
- *Prepared income tax, service tax and sales tax returns of various clients.

Education

2015	M.Com – MG University (Post graduation)
2010	B. Com- MG University (Graduation)
2007	Plus two – Kerala State Board
2005	S.S.L.C – Kerala State Board

Technical Qualification

- Diploma in Foreign Financial Accounting - Lakhotia Computer Centre, Aluva
- Tally ERP 9
- MS Office
- Well versed with Internet

Personal Details

Name : ASHWIN P A
Sex : Male
Age & Date of Birth : 29 years, 07/September/1989
Religion : Christian, Syrian
Nationality : INDIA
Marital status : Single
Languages known : English, Hindi, Malayalam
Permanent Address : Puthussery House
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Declaration

I hereby declare that the above mentioned information is true to best of my knowledge and belief.

Place :Koonammavu
Date:09-02-2019

Ashwin P A