

CURRICULUM VITAE

ASHOK ALLA

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Present Address:



D.No.11-97/1, Gavarajaggayypalem
Sheelanagar, Visakhapatnam – 530012.

Objective

To pursue a position of high challenging responsibility in the ever, changing competitive environment and professionally managed organization where my knowledge and experience can be utilized to achieve organizational goals, individual growth and professional development.

Experience Summary [08+ years]

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1. Working as a Senior Associate in P2P Module - SAP tool in **WIPRO LIMITED**, HYDERABAD.

[09 Sep 2022 to 10 Jan 2024 – 1yr 4 Months]

Major Roles at WIPRO:

- i. Performing the Invoice processing activities for PO, Non-PO, Cash Expenses, Corporate card expenses etc., in SAP-AP Module.
- ii. Driving two more colleagues in smooth conducting of our day-to day tasks within Invoice Processing.
- iii. Liaisoning with VMD team for getting the new vendors created in the SAP system post FM's approvals.
- iv. Liaisoning with Helpdesk team's in creating the new vendors and resolving the payment queries from vendors.
- v. Preparing the Corporate card expenses and statement reconciliations on monthly basis or as and when required.
- vi. Preparing SOPs for the activities handles by me and the other two colleagues of my regions.
- vii. Solely responsible for responding to the Internal Auditor queries on regular basis as and when we receive.

Previous Experience's:

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2. Served as a Senior Accounts Executive in **ASCENT WELLNESS PHARMA SOLUTIONS PRIVATE LIMITED**, VISAKHAPATNAM.

[13th Dec 2021 to 7th Sep 2022 – 9 Months]

3. Served as a Senior Finance Executive in **HARE KRISHNA MOVEMENT TRUSTS** VISAKHAPATNAM. Responsible for ensuring **Finance & Accounts** with following.

[16th June 2020 to 17 Dec 2021 – 1yr 6 months]

- a) TOUCHSTONE FOUNDATION VISAKHAPATNAM
 - b) TOUCHSTONE CHARITIES VISAKHAPATNAM
 - c) HARE KRISHNA MOVEMENT INDIA VISAKHAPATNAM
 - d) HARE KRISHNA MOVEMENT VISAKHAPATNAM
4. Worked as Accounts Executive in **SRI GAYATRI ACCOUNTING SERVICES** Tax consultant.

[01st Oct 2019 to 15th June 2020 – 9 Months]

5. Worked as Accountant in **THE AKSHAYAPATRA FOUNDATION VISAKHAPATNAM.**

[05th Dec 2018 to 26th Sep 2019 – 10 Months]

6. Worked as Accountant in **AADI & CO Tax Consultant** Visakhapatnam.

[10th June 2015 to 30th Nov 2018 – 3yrs 5 Months]

MATTERS ABLE TO HANDLE INDEPENDENTLY:

ACCOUNTING MATTERS:

- Preparing Bank reconciliation statement.
- Inter-unit Reconciliations.
- Timely Fund management reports, Accounts receivables reports, Accounts Payable reports for better management decision.
- Deducting TDS from salaries and non-salaries that are subject to TDS Payments.
- Determining and preparing monthly statements for TDS, and GST where applicable.
- Passing Provisional Entries for salaries, P.F, ESI, TDS, GST etc. at the end of each Month.
- Finalizing accounts at the end of each year for the purpose of Income Tax Act
- Preparing Depreciation Statements as per Income Tax Act and Companies Act.
- Reconciliation of Physical Stock with stock register.
- Preparing reports and documentation of other files for auditing purpose.
- GST Registrations, GST Liability Calculation, GST - Returns filings.
- Filing monthly **GST** returns.
- Supporting Internal Audit and Statutory Audit to fulfill their requests.
- Downloading and Issuing **Form 16 and 16A** which is mandatory to give it by downloading from Traces website, as the case may be.
- Applying for PAN Number and registering for Digital Signature.

ONLINE & OTHER ACTIVITIES:

- Paying Income tax, advance tax, TDS, EPF and ESI through net banking.
- Online funds transfers from one account to another.
- Passport slot bookings.,
- Online Bill payments such as electricity, internet, phone bills etc...
- Checking and giving proper respond to the e-mails etc.
- Apart from the above, able to draft letters in various matters. i.e. letter to bank manager applying for loan or increase in credit limits, letters to debtors to clear their dues.

Educational Qualifications

- Completed Bachelor of Commerce course from Hindustan Shipyard College.
- Completed Intermediate from Board of Intermediate Examination.
- Completed 10th from School of Secondary Education.

Technical Skills:

- **Applications:** Well experience in M.s.office especially Microsoft Excel.
- **Accounting Package:** Sound knowledge in Tally.erp9, **SAP-AP Module(recent)**, EASYSOL at Ascent, ERPAG at HKM trusts.

LANGUAGE KNOWN

- English, Hindi and Telugu (as Mother tongue).

PERSONAL DETAILS:

Permanent Address	Alla Ashok, S/o Koteswararao, D.No 11-97/1, Gavarajaggayypalem(post),Pendurthi(M.DI) Visakhapatnam (Dist)
Marital Status	Un-Married
Contact Number	+91 - 9032442884.
Personal Email Id	ashok.alla07@gmail.com
D.O.B.	07-02-1993.
GENDER	MALE.

Declaration:

I hereby declare that all the above furnished information is true to the best of my knowledge.

Place: Visakhapatnam

Date : 25-01-2024.

(Alla Ashok)