

Ashotosh Kumar Srivastava

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Professional Experience:

➤ **M/s Dorsal Expoventure Private Limited**

Since January 2016 as a Senior Manager-Accounts & Admin in a Reputed FMCG Export House at Netaji Subhash Place, New Delhi-110034 (**Resigned on December, 2020**).

Job Responsibilities:

- ◆ Supervision of Accounts & Inventory maintained by Asst. Accountant.
- ◆ GST Return Filling (GSTR 1 & 3B as per LUT or IGST Paid Shipments).
- ◆ GST Refund Claim via RFD 01 (Preparation of required documents like Annexure B, Statement 3, & Declarations).
- ◆ Preparation Docs for BRC to submit into Bank and follow-up.
- ◆ TDS Deduction & Deposit timely.
- ◆ Finalization of Accounts for Balance Sheet
- ◆ Coordination with C.A. for Income Tax Assessment.
- ◆ Visit to GST departments for raised queries by Department.
- ◆ Drafting Letter and email for any types of Legal Queries.
- ◆ Obtaining Membership Certificates & Renewal Application for APEDA, FIEO, FSSAI, TOBACCO BOARD, SPICE BOARD, TEA BOARD ETC.
- ◆ Taking Care of All Administration Works.
- ◆ Handling Logistics work & Purchase in absence of employees.

➤ **M/s East West Export Corporation Pvt. Ltd..**

Since January 2012 as a Senior Manager-Accounts in a Reputed Export House at Neb Sarai near IGNOU, New Delhi-110068 (**Resigned on December, 2015**).

Job Responsibilities:

- ◆ Accounts Maintaining into Tally ERP
- ◆ Quarterly Online D-VAT Return Filling
- ◆ Online FORM 'C' , FORM 'H'
- ◆ Quarterly Preparation of TDS Deduction Chart for return.
- ◆ Finalization of Accounts
- ◆ Coordination with Advocate for Sales Tax Assessment
- ◆ Coordination with C.A. for Income Tax Assessment
- ◆ Supplier Order Preparation and follow up.
- ◆ Email Correspondence
- ◆ Online Banking Operations (Fund Transfer etc)

➤ **M/s Goyal Herbals Pvt. Ltd.**

Since March 2009 as a Senior Accountant in a Reputed FMCG company of Herbal Hair Oil ("HIMRATNA" THANDA TAIL) Manufacturing Company at Varanasi (U.P.). (Resigned on December, 2011).

Job Responsibilities:

- ◆ Manufacturing Accounts
- ◆ Trading Accounts
- ◆ Audit
- ◆ Sales Tax Assessment
- ◆ Income Tax Assessment
- ◆ Monthly Sales Tax Return Filling
- ◆ Annual Sales Tax Return Filling
- ◆ VAT AND CST
- ◆ ROAD PERMIT(FORM 38), FORM 'C'
- ◆ TDS
- ◆ Finalization of Accounts for Assessments

➤ **M/s Pars Carpets Pvt. Ltd.**

Since December, 2007, (up to 15 MONTHS), worked as an Accounts Assistant cum Cashier in a Reputed Carpets Manufacturing & Export Company at Bhadohi (U.P.), India (Resigned on February, 2009).

Job Responsibilities:

- ◆ Maintaining all accounts work related to the Buyers, Creditors, Banks, Staffs, and other Miscellaneous Accounts into Tally Package.
- ◆ Maintaining petty cash, withdrawal & deposit into bank.
- ◆ All types of Computer Operating Work related to MS Word & MS Excel and all types of Back Office related works.

➤ **M/s Vibgyor Impex**

Since January 1st, 2006, (up to 2 year), worked as an Accounts Assistant cum Export Executive) in a Reputed Beads Manufacturing & Export Company at Varanasi (U.P.), India (Resigned on November, 2007).

Job Responsibilities:

- ◆ Maintaining all accounts work related to the Buyers, Creditors, Banks, Staffs, and other Miscellaneous Accounts into Tally Package & Company's Customized Software.
- ◆ Maintaining petty cash, withdrawal & deposit into bank.
- ◆ All types of Computer Operating Work, Preparation of Export Documents, and Email Correspondence with Overseas Buyers.

➤ **M/s Sushil Kumar Kandoi & Co. (Chartered Accountants)**

Since January 1st, 2003, (up to 3 years), worked in as an Accounts Assistant cum Computer Operator in a Reputed Chartered Accountants Firm at Varanasi (U.P.) India (**Resigned on November, 2005**).

Job Responsibilities:

- ◆ Maintaining all accounts work into Tally Package, for the various clients related to Manufacturing/Trading/Export/Construction/& Service Providers etc.
- ◆ All types of Computer Operating Work related to MS Word & MS Excel.

Education:

Successfully completed in 2008 Graduation (B.Com), from V.B.S. Purvanchal University, Jaunpur, U.P., India

Successfully completed in 2001 One Year Advance Diploma in Computer Application, from "Era 21st Computer Institute", Varanasi, (U.P.), India

I.T. Skills (OPERATING SYSTEMS):

Tally, MS Office, Photoshop, Internet, Dos

Extra Skill:

Email & Letter Drafting, Export Documentation.

Personal Details

Father's Name	:	Shri L. P. Srivastava
Date of Birth	:	November 21 st , 1983
Marital Status	:	Married
Sex	:	Male
Nationality	:	Indian
Language(s) Known:		English, Hindi

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

Date : 30.01.2021

Place: New Delhi

(Ashotosh Kumar Srivastava)