**CURRICULUM VITAE**

# ASHOK KUMAR

H. No: 1049

*Vill*: *Daun*, Kharar Road,

Tehsil & Distt. Mohali.

MOB: 09876697082, 09646912352

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**Objective**

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

**Work Experience**

Company Name : Axis Bank Limited

Position Held : Deputy Manager (CSO)

Duration : March 2021 – 29 Oct.2024

## Role and Responsibilities

* Taking care of various CMS operations such as CMS Clients handholding activity. Cheques & Cash Collections through CMS software.
* Handle Cash Management Services and Payment space from Retail and Corporate

Verticals.

* Depth knowledge of PayPro (Payments system), ECS and Clearing System.
* Efficiently handling counter queries / requests related to Savings Accounts, Current Account & Term Deposits.
* Excellent understanding of online Payment channels like (NG-RTGS, NEFT, IMPS & IMT) and paper based payments like (Cheque Printing and clearing, Demand Draft processing and Warrant processing)
* Payments of Documents Presented Under LC.
* Obtaining Exchange rate for the transactions from dealing room
* Scanning of docs, transmit to TFC/DTFC First Time Right (FTR) documents within stipulated time & monitor the Work ID till the completion
* Coordinating with the customers, respective coverage RM, general operations division of the Branch, account manager at CBB, TFC/DTFC for execution of the transaction.
* Safe custody & tally the physical holding of the FCY/TCQs/TCDC with the inventory in the system.
* Follow up for the clearance of EDPMS & IDPMS entries, Realization of overdue export and import bills, obtention of FBFP /Bill of Entries for completion of Me chanting Trade transactions, obtain ECB2, Annexure 6, FCGPR, Share Certificates, APRs for Capital Account transactions and Annual Certificate for booking forward contracts and transmit these to TFC.
* Prompt response to the customer queries & handling of Free Format SWIFT messages received from Foreign Banks, handle transactions of Vostro Accounts.
* Attend to Concurrent Audit, Internal Audit, and Structured Visit reports and ensure rectification and submission of compliance within the stipulated time
* Promoting on boarding of customers & migrate them to Digital platform i.e. TF-Connect/Fx-Connect/ Paypro/CIB etc.
* Record, Send and Retrieve the original documents to / from Record Management Agency
* Bills Presentation Under LC & Collections.
* Gaining More Knowledge on Swift Messaging & International Fund Transfer.

Company Name : Ivy Hospital (Ivy Health & Life Science Pvt. Ltd.)

Position Held : Accountant

Duration : Oct 2016 – March 2020

## Responsibilities

* Responsible for entire Accounting / Document Management and clerical jobs of the company.
* Bank deposits, Payments and reconciliation.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Preparation of Vouching Notes.
* Preparation of individual salary statements on monthly basis.

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| Company Name  | :  | Avinash Enterprises.  |
| Position Held  | :  | Account Executive  |
| Duration  | :  | Jan 2015 –September 2016  |

## Responsibilities

* Responsible for entire Accounting / Document Management and clerical jobs of the company.
* Recording of expenses & Purchases and materials delivery.
* Make profit & Loss report and submit to the Manager.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
* Urgent maintenance of computer hardware and software up gradation etc.

* Company Name : CGC Group Of Collages, Landran, Mohali.
* Position Held : Asst. Accountant
* Duration : October 2013 –December 2014

## Responsibilities

* Maintaining the books of accounts up to finalization.
* Receipt, issue and inventory control of material.
* Bank deposits, Payments and reconciliation.
* Preparation of Month end reports, Year end reports.
* Evaluate monthly profit and loss account.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Preparation of Vouching Notes.
* Preparation of individual salary statements on monthly basis.
* Preparation of Depreciation statements.

 Company Name : CHARTERED ACCOUNTANT FIRM, Sunder Nagar

 Position Held : Audit/Accounts Assistant

 Duration : June 2012 to September 2013

## Educational Qualifications

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| --- | --- |
| Course  | University/Board  |
| M.B.A  | Mahatma Gandhi University  |
| B.Com  | H.P University, Shimla  |
| 10+ 2 (12th Standard) (Commerce)  | P.S.E.B  |
| SSLC  | P.S.E.B  |

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| --- | --- | --- | --- |
| Trainings Obtained  |  |  |  |
| Training/ Seminar  | Conducted by  | Duration  | Status  |
| Certificate Course of Tally,  | IICT  | 4 Months  | Completed  |
| **Computer Training**  | DOECC CENTRE  | 6 Months  | Completed  |

## Computer skills

**Professional report presentation using MS Word, Excel, PowerPoint presentation. In depth knowledge of excel workings, formulas to use spreadsheets for report presentation.**

## Personal traits

Ability to learn things fast

Takes responsibility, creative

Self confident with positive mind set

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|  | Languages Known  |

Hindi, English, Punjabi

## Personal Information

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| --- | --- | --- | --- |
| Contact No  |   | :  | 09876697082, 09646912352  |
| Sex  |   | :  | Male  |
| Date of Birth  |   | :  | 2nd Feb 1987  |
| Nationality  |   | :  | Indian  |

Religion : Hindu

Languages Known : Hindi, English, and Punjabi Marital status : Married

### DECLARATION

 I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: ASHOK KUMAR

 Date: