

ASHISH- KUMAR

Mobile: 8750441050

E-Mail: ashu.karn87@gmail.com

LinkedIn Id: <https://www.linkedin.com/in/ashish-karn-0abb1254>

Location: East Delhi

Professional Summary

B.Com from **Bundelkhand University, Jhansi, India** with 11 years of experience of working in diverse financial positions (Accounts Receivable and Accounts Payable) with multiple companies, I have gained an extensive insight within this field. I am proficient in various accounting software, including but not limited to, Microsoft Navision, Tally Prime, Sun system and client portals, namely, Counsel Link, Legal Tracker, TyMetrix, Ascent, Coupa, iptrac, Ariba, Anaqua and Baker & Mckenzie, apart from various other tax and accounting software.

Occupational summary

Assistant Manager – Finance

New Delhi Television Limited (NDTV), Delhi

Duration: Dec 2021, to May 2022

Responsibilities:

- Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable & accounts receivable)
- Responsible for updating aging report and submitting updated reports to management on a monthly basis
- Reconciliation of Bank, Creditor and Vendor accounts.
- Tracking and making payments to Vendors on monthly basis, making monthly provisions for expenses
- Reviewing and checking of Invoices, Employees claim reimbursement, Impress settlement etc.
- Maintaining monthly expenses report and cash report on daily basis
- Double Taxation Avoidance Agreement (DTAA)
- Maintaining and Handling of client agreements and foreign payments & 15 CA & 15 CB for foreign client related issues

Senior Executive - Accounts

Lex Orbis Consulting Pvt. Ltd, Delhi

Duration: September 2021 to Dec 2021

Responsibilities:

- Maintain all accounting voucher entry in Tally Prime
- Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable)
- Responsible for updating aging report and submitting updated reports to management on a monthly basis
- Reconciliation of Bank accounts, Vendors, Payable Account,
- Tracking and making payments to Vendors on monthly basis

- Preparation and checking of Invoices, Employees claim reimbursement, Impress settlement etc.
 - Maintain Petty Cash Book and reconcile unapplied and unidentified cash
 - Communicate with bank regarding Certificate of Foreign Inward Remittance (FIRC) and discrepancy details, Double Taxation Avoidance Agreement (DTAA)
 - Maintaining and Handling of all bank transactions, e.g. depositions, withdrawals, preparing cheques, foreign payments & 15 CA & 15 CB for foreign client related issues
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Senior Executive - Accounts
RNA, Technology and IP Attorneys, Gurgaon

Duration: May 2017 to May 2021

Responsibilities:

- Maintain all accounting voucher entry in Navision software
 - Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable and accounts receivable)
 - Monitoring and reviewing outstanding WIP (Work In Progress) and following up with lawyers and paralegals to ensure timely billing. Tracking contingency files, closings, and other milestone billing arrangements and reporting on the status of such files to Manager, including the requirement for WIP provisions.
 - Closely monitor billable and non-billable costs and performance reports
 - Creating invoices in PDF, Led file format for e-billing, based on client's requirements.
 - Produce timely and accurate billing for clients, including e-bills on Counsel Link, Serengeti (Legal Tracker), Collaborati, TyMetrix, Ascent, Ariba, iptrac, Anaqua and Baker & Mckenzie etc., and perform specific billing and e-billing tasks
 - Preparation of monthly/ quarterly/ yearly books of accounts
 - Responsible for updating aging report and submitting updated reports to management on a monthly basis
 - Preparing various reports and spreadsheets related to time, billing, receivables, etc. for lawyers/paralegals and/or external clients where applicable
 - Reconciliation of Bank accounts, Vendors, Payable Account, TDS Receivable with 26 AS
 - Tracking and making payments to Vendors on monthly basis
 - Preparation and checking of Invoices, Employees claim reimbursement, Impress settlement etc.
 - Maintain Petty Cash Book and reconcile unapplied and unidentified cash
 - Maintenance of the Standard Operating procedures for all the processes/Invoice
 - Handling Internal Audit: Store & Accounts Book and resolving queries of external auditors.
 - Responsible for initial collection inquiry with external clients. Escalating billing concerns/issues to billing lawyer for direction on next steps. When necessary, cancelling and re-issuing invoices or creating credit notes in accordance with firm policies.
 - Coordinate with clients regarding work in progress (WIP) estimate, outstanding invoices and invoices related queries
 - Payment follow-up with clients through e-mails & responding to calls
 - Balance confirmation from client on quarterly basis
 - Escalate urgent problems to e-billing client relationship manager to resolve setup and submissions issues.
 - Communicate with bank regarding Certificate of Foreign Inward Remittance (FIRC) and discrepancy details, Double Taxation Avoidance Agreement (DTAA)
 - Maintaining and Handling of Client/Bank Agreements, Bank Guarantee, all bank transactions, e.g. depositions, withdrawals, NEFT/RTGS, salary transfer, preparing cheques, currency conversion, foreign currency, foreign payments & 15 CA & 15 CB for foreign client related issues
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Senior Executive - Accounts**Inttl Advocare, Noida**

Duration: April 2014 to April 2017

Responsibilities:

- Maintain all accounting voucher entry in Tally ERP 9, Navision Software
- Preparation of monthly/ quarterly/ yearly books of accounts
- Maintain bank accounts reconciliation and reconciliation of debtors/ creditors
- Maintain petty cash book & internal audit: Store & Accounts Book
- Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable and accounts receivable)
- Analysis the WIP data on monthly and weekly basis
- Monitoring and reviewing outstanding WIP (Work In Progress) and following up with lawyers and paralegals to ensure timely billing. Tracking contingency files, closings, and other milestone billing arrangements and reporting on the status of such files to Manager, including the requirement for WIP provisions.
- Communicate with bank regarding Certificate of Foreign Inward Remittance (FIRC) and discrepancy details
- Prepare invoices for clients on Navision Software & Counsel Link, Serengeti (Legal Tracker), Collaborati, Counsellink, TyMetrix,
- Administer all bank transactions, e.g. depositions, withdrawals, preparing cheques & foreign payments
- Responsible for TDS work

Accounts & Audit Executive**Acreaty Management Consultant (P) Ltd., Noida**

Duration: April 2013 to April 2014

Responsibilities:

- Maintain day to day books of accounts in Tally ERP 9
- Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable and accounts receivable)
- Preparation of monthly/ quarterly/ yearly books of accounts
- Reconciliation of bank accounts, sundry creditors & sundry debtors
- Recordation of day to day transactions, e.g. cash, bank, purchase, payment and receipts etc.
- Responsible for Service Tax, Tax Deducted at Source (TDS)
- Coordinating with CA and help in finalization of Accounts and Balance Sheet
- Responsible for communicating with client and timely payment of all vendor invoices
- Prepare invoices for clients
- Transfer salary and expenses of employees by Internet banking, NEFT & Cheque

Accounts Executive**Watermelon Management Services Pvt. Ltd, Delhi**

Duration: January 2012 to April 2013

Responsibilities:

- Maintain all accounting voucher entry in Tally 7.2
- Facilitate and oversaw a variety of general accounting operations (e.g., accounts payable and accounts receivable)
- Preparation of monthly/ quarterly/ yearly books of accounts

- Reconciliation of bank accounts
- Recordation of day to day transactions like Cash, Bank, Purchase, Payment and Receipts etc.
- Responsible for Service Tax, Employees' State Insurance Corporation (ESIC), Provident Fund (PF), PF
- Ensured input and timely payment of all vendor invoices
- Prepare invoices for clients
- Administer all bank transactions, e.g. depositions, withdrawals, fund transfer

Accounts Assistant

Jha & Associates, Delhi

Duration: August 2010 to January 2012

Responsibilities:

- Maintain all accounting voucher entry in Tally 7.2
- Responsible for bank & vendor transactions, updation of all transactions in Tally
- Preparation of monthly/ quarterly/ yearly books of accounts
- Handling statutory matters, such as invoicing, Sales Tax, Service Tax, etc.
- Responsible for all accounts receivable (AR) and accounts payable (AP) processes
- Reconciliation of bank accounts
- Responsible for Interstate Sales & Purchases Accounting, Journal, Ledger, Sales Book, Stock Ledger, Verification of Stock etc.

Academic qualification & certifications

- Bachelor of Commerce from Bundelkhand University, Jhansi (India)
- Certified course of Accounts Executive, from ICFE, Delhi (India)

IT skills

Operating Systems	:	Microsoft Dynamics Navision, Tally ERP 9, 7.2, Tally prime
Word Processors	:	Microsoft Word
Spreadsheets	:	Microsoft Excel
Graphics	:	Microsoft PowerPoint
Communication	:	Microsoft Outlook
Accounting	:	Tally, Navision, Counsel Link, Legal Tracker, Collaborati, TyMetrix, Ascent, Ariba, Coupa and Baker & Mckenzie

Personal Profile

- Nationality : Indian
- Marital Status : Married
- Date of Birth : November 21th, 1987