

ASHISH KUMAR

Mobile: 8750441050

E-Mail: ashu.karn87@gmail.com

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

Location: Shahdara, East Delhi, India

Professional Summary

B.Com from **Bundelkhand University, Jhansi, India** with 13 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, Practice League and client portals, namely, CounselGo, Legal Tracker, TyMetrix, Ascent, Coupa, iptrac, Ariba, Anaqua and Baker & Mckenzie**, apart from various other tax and accounting software.

Occupational summary

Senior Executive – Finance & Accounts

Law Offices of Panag & Babu, Delhi

Duration: Aug 2022, to Nov 2024

Responsibilities:

- Reviewing & maintain all accounting voucher entry in **Tally Prime**
- Facilitate and oversaw a variety of general accounting operations (e.g., **accounts payable & receivable**)
- Responsible for updating **aging report** and submitting updated reports to management on a monthly basis
- Creating invoices on Practice League software in **Word, PDF, Ledes file format for e-billing**, based on client's requirements
- **Reconciliation**
- Tracking and making payments to Vendors on monthly basis
- Reviewing and checking of **Invoices**, Employees claim reimbursement, Impress settlement etc.
- Coordinate with clients regarding **work in progress (WIP) estimate, outstanding invoices** and invoices related queries
- Maintenance of the Standard Operating procedures for all the processes/Invoice
- **Double Taxation Avoidance Agreement (DTAA)**
- **Payment follow-up** with clients through e-mails & responding to calls
- Preparing foreign payments & 15 CA & 15 CB for foreign client related issues

Assistant Manager – Finance & Accounts

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**)
- Responsible for updating **aging report** and submitting updated reports to management on a monthly basis
- **Reconciliation**
- 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 client agreements and foreign payments & 15 CA & 15 CB for foreign client related issues
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Senior Executive - Finance & 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 CounselGo, 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, **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 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 - Finance & 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
- **Reconciliation**
- 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, CounselGo, 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**
- 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 - Finance & Accounts**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**

- 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**
- 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