

Resume

**Name:**

Ashok Kumar .A

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Present Address:

SKV Sastha Apartment
166/10A, Seeyalam 1st
Street, Villivakkam Chennai
– 600 049

Personal Information:

Date of Birth: 7th Dec 1972

Sex: Male

Marital Status: Married

Language to R/W :

English & Tamil

Language to Speak :

Konkani / Kannada /
Malayalam / English / Tamil

Nationality : Indian

Religion : Hindu

Passport:

K5810399

Status: Available

Valid up to: Sep 2022

Objective

To be associative with a growing organization where I can effectively utilize my skills towards the organization growth and also which asserts me to gain more knowledge.

Career Synopsis

B.COM Exp in Administration, Billing , Receivable Accounts.

Education**Bachelor of Commerce**

Madras University, Chennai

Year (1998)

Diploma in Computer Application

Data Matics India Ltd

Alwarpet – Chennai 600 018

Technical Expertise

Operating Systems Windows 2000, Windows 9x,

Package MS Office

Career Profile

- As **Administration** in Kore Security Services Private Limited, Chennai, from Aug 2017

- As **Assistant Admin Manager** in **Saadhvi Technology P Ltd**, Chennai, India from Jan 2011 to March 2017.

- As **Asst. Branch Manager** in **Vega Cargo & Logistics P Ltd**, Chennai, India from Oct 2008 to Dec 2010.

- As **Executive Accounts & Administration** in **DTDC Courier & Cargo Ltd.**, Chennai, India from April 1994 to July 2008

Job Profile & Responsibilities

M/s. Kore Security Services Private Limited as Administration

- To coordinate the maintenance and repair of office equipment.
- Identifying suppliers & Procurement of stationery materials & etc.
- Excellent negotiation skill & brought down the Administrative Expenses.
- Management of routine transactions
- To follow up cheque bounce cases and recovery of the same
- Finding Suitable Site for display
- Visit Customers on regular basis to develop relationship with a view to improve sales and collections.
- Payment follow-up and closely monitoring the credit level
- Coordination with various Govt Agencies, and other corporate companies for various services

M/s. Saadhvi Technology Pvt Ltd as Asst. Admin Manager.

- Deep knowledge and experience with facility operations
- Ensure the timely dispatch of reminder letters.
- Excellent negotiation skill & brought down the Administrative Expenses.
- Reports submission on Audit Queries
- Issue of ID Cards
- Identifying suppliers & Procurement of stationery materials & etc.
- To submit the statutory returns like ESI, Service Tax, Professional tax etc
- To allocate and transfer the funds to the branches as committed to them.
- Management of routine transactions
- Handling all legal related issues of office, including rental agreements, labour contractor agreements
- Supervising all administrative functions of all safety equipments, security controls & Housekeeping, GeneratorSet, Event Mgt, Inventory control etc.

M/s. Vega Cargo & Logistics Pvt Ltd as Asst. Branch Manager

- Responsible of Admin, Logistics & Operation Department's co-ordination.
- To follow up cheque bounce cases and recovery of the same
- Payment follow-up and closely monitoring the credit level
- Monitor for Day to Day Operations
- Communicating / dealing with the customers for pickup, delivery and sales services.
- Handling manpower & company vehicles.
- Age wise analysis of Outstanding
- Visit Customers on regular basis to develop relationship with a view to improve sales and collections.
- Coordination with sales team / F & A / Transporters for keeping ready the materials and ensure timely Dispatch of materials as per order.
- Approving daily Execution orders with respect to Credit Limits & Credit days.
- Ensuring proper Billing and timely submission of billing at respective sites.
- Excellent negotiation skill & brought down the Administrative Expenses.
- Maintaining warehouse in a neat and tidy manner ensure easy handling of materials and avoid back-Tracking while material handling.

M/s. DTDC Courier & Cargo Ltd as Executive Accounts & Administration

- Branch accounting – Collecting the data from branches and compiling the data in system.
- Age wise analysis of outstanding.
- Deducting TDS from Vendor payment and collecting the service Tax from credit customers.
- Preparation of bank reconciliation statement.
- Quotation Preparation, Issuing Credit note, MIS Reports
- In charge of all Billing Invoice for Clients & Branches
- Submission of reports to the Management.
- Raising the Sales Invoice for Credit customers based on the contract rate.
- Keeping all the books in systematic and presuming the records at the time of Audit.
- Reports submission on Audit Queries, Consignment Tracking & Billing System in Oracle
- Leave Register, Payroll, PF/ESIC Deductions.
- Looking all back office work of operation department as well as administrative work.
- Successful launching & Opening up of new office (Model Office) at different locations in the entire Chennai region.
- Excellent negotiation skill & brought down the Administrative Expenses.
- Identifying suppliers & Procurement of stationery materials & etc.
- Preparing Payroll for entire region, PF/ESIC/PT deduction, submission & periodical filling of returns etc.
- Housekeeping / Security / Travel / Hotel Booking / Tickets arrangements
- Conducting meeting of every week with second line executive's and sales Representative
- Checking Sales Executive's Clients report on daily basis.
- Outsource Recruitment management Documenting, coordinating with Corporate & Consultants
- Employee Attendance Management across the region & leave Card updating.

STRENGTH & ORGANIZATION SKILLS

- Dedicated to task taken up
- A quick learner.
- Flexible and motivated.
- Ability to work very efficiently in a team.
- Willingness to learn new technologies.

I Declare that the above Particulars are True, Correct and Complete to the Best of my Knowledge and I am Confident Of my ability to Work in a Team.

Place :

Date :

A. Ashok Kumar