

# ASHWANI KUMAR

**Nationality:** Indian    **Date of birth:** 25/07/2001

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LUDHIANA (India)

## WORK EXPERIENCE

### **BILLING RELATED ALL WORKS IN SUPPLY CHAIN MANAGEMENT**

**S.K AGGARWAL & COMPANY** [ 10/06/2022 – Current ]

**City:** LUDHIANA

**Country:** INDIA

- REGULARLY UPDATE ACCOUNTS RECEIVABLE DATABASE.
- WORKS IN SUPPLY CHAIN MANAGEMENT
- CREATE INVOICES AND CREDIT NOTES & DEBIT NOTES
- PURCHASE ORDERS & SALES ORDERS
- UPDATE CUSTOMER FILES AND MAINTAIN PREPARE STATEMENTS RELATED TO BUSSINESS.
- COMFORTABLE WITH ALL TYPES OF ENVIRONMENT AND HAVE GOOD EXPERIENCE IN **TALLY ERP ACCOUNTING**
- SOFTWARE AND **BUSY ACCOUNTING SOFTWARE** AND HAVING KNOWLEDGE OF
- MS-OFFICE.
- COORDINATION & DEAL WITH PARTIES
- SALE & PURCHASE MANAGEMENT
- ASSIST MANAGERS AND DEAN.
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### **Assistant accountant**

**SUNINDCHEMICALS PRIVATE LIMITED** [ 20/02/2021 – 25/02/2022 ]

**City:** LUDHIANA

**Country:** India

- BOOKKEEPING AND RECORDING OF DAILY TRANSACTION AND ISSUING OF DEBIT & CREDIT NOTES ARRANGED
- AUTHORISED VOUCHERS AND ASSIST MANAGERS AND DEAN.

## **EDUCATION**

### **BACHELOR OF COMMERCE (HONS) BANKING& INSURANCE**

*I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY*

**Address:** KAPURTHALA, JALANDHAR JALANDHAR, 144603  
JALANDHAR (India)

### **HIGHER SENIOR SECONDARY SCHOOL**

*PUNJAB SCHOOL OF EDUCATION BOARD*

### **HIGH SCHOOL ( MATRICULATION)**

*PUNJAB SCHOOL OF EDUCATION BOARD*

Mother tongue(s): **Hindi**

### **LANGUAGE SKILLS**

#### **English**

**LISTENING A1 READING C2 WRITING C1**  
**SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2**

**Panjabi; Punjabi**

**LISTENING C2 READING C2 WRITING C2**

### **DIGITAL SKILLS**

#### **My Digital Skills**

Microsoft Word / Google Drive / Social Media / Zoom / Microsoft Excel / Facebook / Internet user / WhatsApp / E-mail use / Email (Gmail) / ERP Tally 9 / Ability to work independently in a busy environment / • BUSY Accounting Software