

# ASHIK KULAL

ROOM NO-05, SULOCHANA BAI CHWAL, NEAR BAMANDYA PADA, SAKI VIHAR ROAD  
POWAI MUMBAI-40072 INDIA  
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A result driven, self-motivated and resourceful employee who wants to put these qualities to use for an Organization thereby contributing to the Growth and ultimate profitability of the Organization. Would want to gain exposure and expertise that would help me build a strong and successful career.

## EXPERIENCE

### 01 JUNE 2024 TO PRESENT

Jr Accounts Executive ELMACK ENGINEERING SERVICES PVT LTD.

CHAKALA MUMBAI 400099

MONTHLY EMPLOYEE EXPENSES BOOKING IN ZOHOBANK, ZOHOBANK BOOKS,  
DAILY BANK STATEMENT ENTRY,  
ACCOUNTS RECEIVABLE FOLLOW UP FROM CUSTOMER,  
EMAIL DRAFTING,  
PURCHASE BILL ENTRY,  
ASSISTING SENIOR ACCOUNTANT IN GST WORKING AND TDS.  
PETTY CASH EXPENSES ENTRY.

### 05 JUNE 2023 TO 31 MAY 2024

ACCOUNT ASSISTANT, SARTHAK CONSULTANT (CA SK SHETTY AND CO.)

MALAD WEST MUMBAI 400064

PURCHASE AND SALES BILL ENTRY OF CLIENTS IN TALLY  
BANK STATEMENT ENTRY OF CLIENTS  
GST RETURN FILLING (GSTR 1, GSTR 2B WORKING AND GSTR 3B RETURNS)  
PREPARING ITR AND FINANCIAL STATEMENT BY THE ASSISTANCE OF CA.

### 01 APRIL 2022 TO 05 JUNE 2023

ACCOUNT CUM OFFICE ASSISTANT, UNITED AIRTECH INDUSTRIES

POWAI MUMBAI 400072

CREATING SALES INVOICE AND E-WAY BILL  
FILLING SALES INVOICES AND PURCHASE BILL  
DRAFTING PURCHASE ORDER AND PERFORMANCE INVOICE.  
COLD CALLING TO CUSTOMER FOR ORDER CONFIRMATION FOR THE COMPANY PRODUCT  
EMAIL DRAFTING AND CHECKING ENQUIRY ON JUST DIAL, INDIA MART AND TRADE INDIA AND  
CONFIRM THE ORDER FROM THE CUSTOMER.

## EDUCATION

YEAR-2021

**BACHELOR OF BUSSINESS ADMINISTRATION**, DR NSAM FGC NITEE, MANGALORE  
UNIVERSITY KARNATAKA. **BBA(49%)**

YEAR-2018

**HSC**, VIDYA VARDAKA PU COLLEGE MUMDKUR, KARNATAKA BOARD.  
**BBA(69%)**

YEAR-2016

**SSC**, DR NSAM HIGH SCHOOL NITEE, KARNATAKA BOARD.

## SKILLS

- ZOHOBANK SOFTWARE
- TALLY SOFTWARE
- BASIC MS EXCEL, VLOOKUP.
- MS WORD
- GST FILLING.

## ACTIVITIES

NCC CADETS FOR TWO YEARS 20214 TO 20215.

BOOK READING

CAREM PLAYER.