

Objective: To achieve vertical ascending career growth along with job satisfaction and continuous value addition to Job qualities

Educational Qualifications:

Examination	Year	University/Board	Institution	Class
S.S.C.	Mar-1995	Maharashtra Board	G.K.Marg.Mun.Sec.School	First
H.S.C.	Mar-1997	Maharashtra Board	A.E.S.Jr.College of Commerce	Secound
T.Y.Bcom	Apr-2001	Mumbai University	Ambedkar College of Commerce & Economics	Secound
MBA-Finance	Nov-2012	Sikkim Manipal University	Sikkim Manipal University-Distance Education	First

Other Educational Qualifications: Higher Diploma In Software Engineering (HDSE) of Two years Course from “ APTECH”in the year 2001.

Work Experience : 13 Years In Accounts and Finance Department.

Present Employment:

Zodiac Clothing Co.Ltd since Nov-2005 as Officer - Accounts & Finance

➤ **Job Profile in Zodiac Clothing Co.Ltd**

- ⌚ Preparation of MIS e.g. Daily Cash & Fund Flow Statements,Statement of borrowings.
- ⌚ Maintaining Or Preparing a “Weekly Budget Report Statement”(for Funds Allocation).
- ⌚ Preparing “Bank Reconciliation statement”of all Banks Including CCMS Bank A/c of our company.
- ⌚ Monitoring on Day wise “MIS REPORTS” of all Stores all over India (Sales wise Deposits).
- ⌚ Responsible for settling of All Travel Claims of field staff & Sales Staff Commission after ensuring that the same are have been verified as per Company norms.
- ⌚ Maintaining Or Preparing a “ Import Purchase Register –Landing Cost of Import Purchase by giving a effect of Exchange Gain or Loss, freight Inward & Clearing & Forwarding charges of Import Fabric, Ties, Hanky, cufflinks & Accessories ” On weekly Basis.
- ⌚ Scrutinize the Ledger of “Sundry Creditor’s – Import purchase, Fabric, Trade Purchases, Accessories & Advertisement” on weekly & monthly basis.
- ⌚ Monitoring on Booking of statutory payments (tds, esic, etc), Outstation payments of all branches as well as local payments, (i.e. Rent, Electricity, Telephone, Accessories (Packing Material), Fabric Purchase, Trade Purchases & Advertisement Exp. etc) in our books of Tally ERP 9 Package for making payments as per fund allocation i.e. as per weekly Budget.

- ⌚ Maintaining “Branch Control A/c Reco With H.O.”, “Interbranch Control A/c Reco”, “Sister-Concerns Reco” & “Shop Control A/c Reco of Branches with their Shops” of all Branches all over India at the end of every month.
- ⌚ Monitoring on Day-to-Day Petty Cash Transaction & entries made in our books.
- ⌚ Responsible for handling entire Accounting & Management reporting.
- ⌚ At the end of every quarter “passing necessary entries (JV) & providing provisions for the month to close the books of accounts “for preparations of trial balance & Balance Sheet.
- ⌚ Scrutinize the “Trial Balances of Head Office & all branches “on monthly as well as quarterly basis for quarterly finalization.
- ⌚ Merging of “all the trial Balance’s (Expenses & Incomes, Assets & Liabilities) of all branches into H.O.Books” at the end of every quarter for quarterly finalization & reversed those entries at the beginning of the quarter.
- ⌚ Maintaining & Preparing “Fixed Assets Schedule “during the quarter Ended.
- ⌚ Maintaining & Preparing “Profitability Statement of Retails Shops “during the quarter Ended.
- ⌚ Responsible for periodic accounts closures & preparation of Financial statements as required by the management periodically.
- ⌚ Solving Payroll quires
- ⌚ Co-ordination with our Banker’s for queries pertaining to “Credit Card Remittance, Cash Deposits, Charge Back, RTGS, Neft, Fixed Deposit’s, Bank charges & other queries related to edc Machines etc”.
- ⌚ T.D.S.Accounting & Preparation of T.D.S. Certificates for Rent, Interest & Outward Commission.
- ⌚ Complete Audit Management (Coordination & facilitation of Audit Information)
- ⌚ Responsible for All Regions – All India Collection with Sales Variance.

➤ **Job Profile in Skm Steels Ltd :**

- ⌚ Maintaining and Feeding of Purchase Bill Entries & Sales Bill Entries in Software Package.
- ⌚ Calculation of Interest (On Amt Paid in Advance & On Outstanding Payment) of all customers at end of every month.
- ⌚ Prepare a Delivery Challan according to Material dispatched to the customer & Preparing Sales Invoices (Local Sales, Excise Invoices, Branch Transfer & Stock Transfer) According to quoted Rate from Sale Order of particular Customer and send them through courier.
- ⌚ MIS reporting Monthly & Quarterly. Preparing Monthly projections / provisions,comparing with actual & variance analysis.
- ⌚ Maintaining Or Preparing a Labour Bills Amt (Conversion Charges) Software Package & After every 15 days prepare a statement for payment of the conversion charges & Excise Amt To the Suppliers (Tata, Isibars Ltd & Sunflag) for processing the material into finished goods.
- ⌚ Responsible for Journal entries, Bank Reconciliation etc in Peoplesoft Accounting Package.
- ⌚ Assisting Senior in preparation of Balance Sheet, Profit & Loss a/c & other Audit documents.
- ⌚ Scrutinize of Purchase Bills & Sales Bills Entries,Bank deposit,Cash & Purchase Entries in Tally.

➤ **Job Profile in Trade Transport :**

- ⌚ Responsible for Bank Reconciliation, Octroi recovery, Octroi payments, Tracking up of Dealers' unrealized cheques and managing Customer's Credit.
- ⌚ Preparation of MIS e.g. Daily Cash & Fund Flow Statements, Statement of borrowings.
- ⌚ Day to day accounting for All India Freight, Octroi, Rent for Property & Warehouses, Debtors' accounts for Octroi / Freight Recovery on monthly basis.
- ⌚ Monthly Creditors and General Ledger Reconciliation.
- ⌚ T.D.S. accounting & Preparation of T.D.S. Certificates for Rent, Interest & Outward Commission.
- ⌚ Total Banking correspondence & co-ordination.
- ⌚ Reporting of Debtors Aging.

Other Employment details:

Zodiac Clothing Co.Ltd	Accounts & Finance Officer	Nov-2005 to Till Date.
Skm Steels Ltd	Accounts & Billing Assistant	Oct- 2003 to Nov-2005
Trade Transport Company.	Account Assistant	April-2000 to Sept-2003

Computer Skills: Peoplesoft Financials, Hyperion, MS office, Impulse, Telnet, Tally, Fact, Impact.

Personal Profile:

Name	:	Ashok M.Ramadugu
Date of Birth	:	07 ^h March, 1980
Contact No.	:	(M) 98674 88840
Email id	:	ashok.ramadugu@gmail.com
Nationality	:	Indian
Hobbies	:	Playing Cricket, Chess.
Languages Known	:	English, Hindi, Marathi & Telugu.