

Ashok Kumar Singh

+919871573944,9310176247
singhashoku@gmail.com



Dear Hiring Manager,

I am writing to express my interest in the position within your Company. I am seeking a dynamic and exciting role that will give me the opportunity to use my experience and skills to their best.

I bring 18 years of rich and extensive experience as a Manager in Ware house operation , Billing MIS Report and have hands on Microsoft ERP Naviation Gold MM Module and Tally ERP . My experience includes working as Billing and Procurement of Adroitec Information system Pvt Ltd. I have worked as a Ware House Operation manager at Geepee Industries Limited in Nigeria where my responsibilities were to Raise Invoices for Finish goods, issued GRN (Good Material receipt) to accounts department and then handed over Raw material to production department, Prepare MIS Report on monthly basis for Material and Finished goods and Submitted to Management . I spent the early part of my career as an assistant accountant in LB Electronics Pvt Ltd in Noida.

My key strengths are my personal initiative, determination, and good inter-personal and team skills. These skills have enabled me to excel in unstructured and challenging situations. I have developed an appreciation of international work ethics .

I am excited about this role in your esteemed organization and look forward to the opportunity to meet you to share my experience in more detail. Thank you for your time and consideration.

Yours sincerely,
Ashok Kumar Singh

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Work Experience

Adroitec Information Pvt Ltd Noida Purchase and Billing manager from April 2017 TO August 2020 Adroitec drives to stay at the forefront of technology, and a track record of excellence make Adroitec ideally suited to be '**right outsourcing partner**'. Adroitec Apart from being 'Gold Partner' of PTC for all their products and of 'Oracle' for their world renowned Project Management Solution 'Primavera', Siemen's Industry Software for Digital manufacturing Solutions , distributes products of the best MNC's in India in the area of AEC/CAD/CAM/GIS.

- Reporting directly to Director with main responsibilities of MMI Send Order Bentley Oracle for Primavera
- Order Process on Parametric Technology Maintain Inventory Zwcad .
- Reconciling billing accounts to the general ledger
- Interfacing with the accounts receivable, credit/collections and client purchasing departments
- Ensuring the accuracy of invoicing
- Order Process on Oracle For T Oma
- Prepare Third Party statement for Ironcad , Parametric Technology

Geepee Industries Limited Nigeria Operation warehouse Manager - Dec 2014 – August '2016

GEEPEE Group of Companies is a leading manufacturer and marketer of a wide range of **industrial** and consumer plastic products serving Nigerian markets for over four decades. Our objective is to make quality **Industrial** and Consumer goods at economic prices to the **Industry** and the populace of Nigeria and West

Reporting directly to General Manager with main responsibilities of Operation ware House Manager International).

- Contributes to creating and recommending strategic plans and reviews in order to achieve operational objectives. Prepares and implements production and quality plans
- , schedules expenditures, analyzes variances and initiates corrective actions in order to meet financial objectives of the warehouse.
- Determines product handling and storage requirements to develop warehouse operations systems. Develops, implements, evaluates and enforces policies and procedures. Develops processes for receiving product, utilizing equipment, managing inventory
- Develops and implements effective warehouse layout that accounts for product flow, equipment and product handling systems.
- Handling 15 Person in store for operation

Golden Relief Resources LLC (GRRL) Dubai has developed multiple building concepts that incorporates features which differentiates GRRL'S design/build services in terms of quality, schedule, reliability, productivity, cost and safety. Grrl designs and builds military & international projects with its' in-house design & engineering team construction specialists. From 07 May 2012 To July 2012

Reporting to account Manager

- Entering financial information into appropriate software programs
- Managing company ledgers
- Processing business expenses
- Managing day-to-day transactions

Hawk Industries Pvt Ltd Noida Senior Executive Ware House , Dec'2008–November 2014

.Product - Plastic Moulded items

A 100% (ISO 9001:2008) E.O.U U.S.A based multinational company having its business activities spread world Wide with manufacturing support bases in China ,India, Korea and Singapore,Los -angles etc.

Company is also manufacturing of Plastic Moulded Automobile parts for Various Automobile Company

. Minda and LG Samsung

- Reporting directly to Director with main responsibilities
- Responsible stock, Finish goods Prepare Purchase Order , RGP, NRG
- Invoice , Way bill GRN
- MIS Report , Purchase order Processing , Process for Payment .IN Microsoft ERP Navigation
- Submission WIP report yearly Basis

LB Electronics Pvt Ltd Product Television Manufacturing Company Assistant Accountant April 2001 2000to June 2008

- Reported to Finance Manager.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing purchase orders
- Managing payroll
- Entering financial information into appropriate software programs
- Managing company ledgers
- Processing business expenses
- Managing day-to-day transactions
- Assisting the finance department and senior accounting staff members with various tasks, including preparing

Academic Qualification

Bachelor of Account Hons

Bcom from Ranchi University

Software and Suited

Tally ERP , Microsoft ERP Naviasion Gold MM Module , Excel Outlook

Skype ID

Ashok19729

Personal Details

Nationality

Indian

Country of Birth

India

Languages

Fluent in Hindi, English ,Bengali , Bhojpuri

Permanent Address

510 B Nayay Khand Indirapuram
Ghaziabad