

ASHOK TAMIRSI



Contact

Address:

Street#4C Al Karama-Dubai,
UAE.

Phone:

+971 543542012
+91 9949916872

Email:

ashoktamirsiuae@gmail.com

Languages

- English
- Hindi
- Telugu

Skills

- Ability to Multitask
- Microsoft Office
- Effective Time Management
- Leadership Skills

Summary

Self-driven, motivated and a quick learner with desire of constant personal growth blended with academic training in finance and business management, with hands on experience in financial analysis and data reporting. Known for taking initiatives, paying attention to details.

Skill Highlights

- Trade Finance
- Letter of credit
- Administration
- ERP Software, AR
- Accounting
- Logistics

Experience

- Organization: ICS Computers, Nallajerla
- Duration: 2019 to Sep-2020
- Designation: Accounting & Administrator
- Job Profile: Instructor, project management

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Jr Executive - 5th Oct 2020 – May 2023

- Organization: Optimus Drugs Pvt Ltd, Hyderabad.
- Job Profile: Finance & Accounts Department, logistics.

Roles and Responsibilities:

- Responsible for doing tasks such as data entry, mailing, and responding to emails
- Draft LC checking, LC bank submission and bank to bank documents and follo-up of tracking number
- Preparing MIS reports, Expertise to maintain data in Ms Excel, Creating dynamic reports with pivot tables
- Entering relevant and accurate data into the software system and posting credit and debit entries in software (ERP)
- Maintain direct relationship with the Bank pertaining to all export procedures and documentation
- Preparation, validation & Submission of month end reports
- Making all Export shipping documents (Purchase order, Proforma Invoice, shipping Invoice, Packing List, commercial Invoice, etc.
- Sporting to sales team, handling & solving customer queries and complaints
- Exports letter of credit, bank guarantee & purchase orders bank submissions
- Responsible for all the Forex transactions, Handling Day to Day Bank Transactions

Education

MBA, AKRG College of Engineering & Technology
(Nallajerla)affiliated with JNTU, Kakinda with 70% 2017 – 2019.