

**Sonia Rawat**

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Mobile: +919582743940

C-12, M.B.R Enclave,

Pochan pur, Dwarka Sec-23

New Delhi-110077

**Career Focus**

My intense desire is to work with esteemed organization for a long run where I could be on my better way to visualize bright career by serving the concern with able professional skills and talent. If I get a chance of working in your organization, I assure you that I will give my level best services to your esteemed organization.

**Professional and academic qualification**

- Pursuing MBA From Subharti University, Meerut
- Bachelor degree of Commerce From Delhi University in 2015.
- Diploma in Certified Professional Computer Accountant from NIFA, Janak Puri, New Delhi in 2012.
- 12<sup>th</sup> from C.B.S.E in 2010.
- 10<sup>th</sup> from C.B.S.E in 2008.

**Experience**

**Current Employer: M/S Thomas Global Logistics Private Limited.**

**Designation: Asst Account Manager**

**Tenure: 28<sup>th</sup> January' 19 To Till**

**Job Profile: -**

- Prepare Sale invoices & E-Invoices
- Sale & Purchase entries
- Prepare GST return Data & calculation
- Prepare MSME return data
- Party / Vendor reconciliation
- Prepare TDS return Data & calculation
- 26 AS reconciliation with tally.
- Prepare overseas remittance documents like 15ca etc.
- Responsible for all E-Banking activities & BRS
- Maintain admin stock statement
- Maintain Daily book-keeping on Tally prime.
- Salary making, ESI & EPF
- Cash Handling & cheques
- Payment follow up with party
- Client interaction & mailing

**Previously Employed: M/S International Trenching Pvt. Ltd.**  
**Designation: Accountant**

**Tenure: 01<sup>st</sup> March'14- To 25<sup>th</sup> January'19**

**Job Profile: -**

- Cost sheet & profitability sheet
- Party / Vendor reconciliation & TDS calculation
- Responsible for all Banking activities, BRS
- Prepare Bill Discounting documents
- Prepare Bank Guarantee documents
- Calculation of GST
- Maintain stock statement
- Sale & Purchase entries
- Voucher scrutiny
- Maintain Daily book-keeping on TallyERP9.
- Salary making, ESI & EPF
- Cash Handling & cheques

**Previously Employed: M/S ARS TAX INDIA**

**Designation: Accounts-Asst.**

**Tenure: June'13-Feb'14**

**Job Profile: -**

- Responsible for all banking activities, BRS
- Billing (Issuing Bill to the Party and documentation)
- Responsible for Party Reconciliation.
- Maintain Daily book-keeping on TallyERP9.

**Personal Details**

Name	: Sonia Rawat
Father's Name	: Late Sh. Deendayal Singh Rawat
Date of Birth	: 10 <sup>th</sup> Mar 1993
Communication Address	: C-12 M.B.R Enclave, Pochan pur, Dwarka Sec-23, New Delhi Pin- 110077
Permanent Address	: C-12 M.B.R Enclave, Pochan pur, Dwarka Sec-23, New Delhi Pin-110077
Language known	: English, Hindi
Hobbies	: Cooking, Travelling, Shopping

**Declaration**

I hereby declare that the above-mentioned information's are correct in my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:- 23/06/2022

Place:- New Delhi

Sonia Rawat