

Sonia Rawat

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C-12, M.B.R Enclave,

Pochan pur, Dwarka Sec-23

New Delhi-110077

CARRIER OBJECTIVE

To strengthen myself by getting every opportunity availed with taking care of the organization's objectives.

Professional and Academic qualification

- Pursuing MBA From Swami Vivekanand 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.
- 12th from C.B.S.E in 2010.
- 10th from C.B.S.E in 2008.

TECHNICAL QUALIFICATION

- Microsoft word, Excel, Ms Office with good knowledge of outlook and E-mail.
- Accounting Software - Tally 7.2, Tally ERP 9 & Tally prime, EFreight Suite.
- Taxation - GST, TDS & Income Tax

Experience

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

Designation: Asst Account Manager

Tenure: 28th January' 19 To 31st May' 2022

Job Profile: -

- Prepare GST return Data & filing GST 1 & 3b
- Prepare Sale invoices & E-Invoices
- Sale & Purchase entries
- Prepare MSME return data
- Reconcile accounts payable and receivable.
- 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
- Making pay in slip
- Cash Handling & cheques

- Payment follow up with party via telephone & mail
- Handling HR & admin department

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

Tenure: 01st March'14- To 25th 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

Personal Details

Name	: Sonia Rawat
Father's Name	: Late Sh. Deendayal Singh Rawat
Date of Birth	: 10 th 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:-

Place:- New Delhi

Sonia Rawat