

RESUME

Sonia Rawat

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C-12, M.B.R Enclave,

Pochan pur, Dwarka Sec-23

New Delhi-110077

CAREER OBJECTIVE

A senior account executive with 8+ years of experience accounting with knowledge in balance sheets, TDS & GST filing.

Professional and Academic qualification

- MBA- Finance & HR From Swami Vivekanand Subharti University, Meerut in 2022
- 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.

KEY SKILLS

- Proficiency in 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
- Book keeping

Experience

Current Employer: M/S Ensavior Technology Pvt. Ltd

Industry : Distributor

Designation: Sr. Account Executive

Tenure: 6th June' 2022 to till date

Job Profile: -

- Filing GSTR 1 & 3b Return.
- Filling TDS return.
- Coordination with vendors and internal team.
- Maintain Imprested account settlement and branch accounting.
- Credit card statement account settlement.
- Prepare MIS report
- Enter all Sale & Purchase entries in tally
- Maintain Daily entries on Tally prime.
- Reconcile accounts payable and receivable.
- 26 AS reconciliation with tally.
- Responsible for all E-Banking activities and BRS
- Payment follow up with party via telephone & mail

- Cash Handling & cheques

Previously Employed: M/S Thomas Global Logistics Private Limited.

Industry : Logistics Service Provider

Designation: Asst Account Manager

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

Job Profile: -

- Filing GSTR 1 & 3b Return.
- Filling TDS return.
- Monthly TDS Online challan payment
- Monthly ESI & EPF Online challan payment
- Prepare Sale invoices & E-Invoices
- Enter all Sale & Purchase entries in tally
- Maintain Daily entries on Tally prime.
- Prepare MSME return data
- Reconcile accounts payable and receivable.
- 26 AS reconciliation with tally.
- Prepare overseas remittance documents like 15ca etc.
- Responsible for all E-Banking activities and BRS
- Maintain Imprested account settlement and branch accounting.
- Payment follow up with party via telephone & mail
- Cash Handling & cheques
- Salary making, ESI & EPF and Making pay in slip
- Handling HR & admin department
- Maintain admin-stock statement

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

Industry : Construction

Designation: Accountant

Tenure: 01st March'14- To 25th January'19

Job Profile: -

- Cost sheet & profitability sheet
- Reconcile Party / Vendor account
- TDS deduction & calculation
- Responsible for all Banking activities, BRS
- Prepare Bill Discounting documents
- Prepare Bank Guarantee documents
- Computation of GST return
- Enter all Sale & Purchase entries in tally
- Maintain Daily book-keeping on TallyERP9.
- Cash Handling & cheques

Personal Details

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

Declaration

I solemnly declare that all the above information is true and correct, and I bear the responsibility of correctness of above-mentioned particulars

Date: -

Place: - New Delhi

Signature Sonia Rawat