

# RESUME

## **Sonia Rawat**

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Mobile: +919582743940/ 9354692577

C-12, M.B.R Enclave,

Pochan pur, Dwarka Sec-23

New Delhi-110077

## **CAREER OBJECTIVE**

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

## **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.
- 12<sup>th</sup> from C.B.S.E in 2010.
- 10<sup>th</sup> 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 Ensavior Technology Pvt. Ltd**

**Industry : Distributor**

**Designation: Sr. Account Executive**

**Tenure: 6<sup>th</sup> June' 2022 to till date**

**Job Profile: -**

- Filing GSTR 1 & 3b Return.
- Filling TDS return.
- 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: 28<sup>th</sup> January' 19 To 31<sup>st</sup> 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: 01<sup>st</sup> March'14- To 25<sup>th</sup> 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 : 10<sup>th</sup> 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 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