

# PINKI SONI

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Highly focused and meticulous Accountant with an excellent employment record of Accuracy and client satisfaction. Seeking an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career

## Experience

- ❖ **Senior Accountant** Aug'2020 to Nov'2022
- ❖ **C.A Aman Batra & Associates, New Delhi**
  - Maintain Accounting Records And Prepare Accounts And Management Information For Small Businesses.
  - Prepare Financial Statements, Including Monthly And Annual Accounts
  - Preparing and analyzing financial statements, balance sheet and profit and loss statement and Submitting annual tax returns (GST/TDS/IT)
- ❖ **Accountant** Jan'2019 to Jul'2020
- ❖ **Mango Cable Industries, New Delhi**
- ❖ Post Bank Entries For All Hub Accounts In Tally System On Daily Basis.
- ❖ Vendor Bills Posting In Tally
- ❖ Daily Sales Reconciliation with Bank (Amount Receipt or Refund).
- ❖ Vendor Reconciliation during Payment Time.
- ❖ Making Entries for Expenses Including Salary Payable, Directors Remuneration, Sales Entries, and Purchases Entries.
- Accounts Payable** Jan'2023 to Sep 2023
- ❖ **Secure Cover Consultants Private limited, New Delhi**
- ❖ Processed invoices with appropriate documentation and approval, utilizing Microsoft Excel to track & organize payments.
- ❖ Processed & managed accounts payable invoices, Conducting thorough review & verification of invoices, ensuring accurate coding, pricing, & vendor information.
- ❖ Maintained vendor relationship and negotiated favorable payment terms, resulting in improved cash flow & reduced late payment penalties.
- ❖ Updated & reconciled vendor files & statements each month, communicating with vendors within 1 business day regarding discrepancies.

## ❖ Highlights

- Results-oriented
- Revenue generation
- Customer Relationship's
- Operability and commitment
- Ability to motivate staff and maintain good relations.
- Good communication skills.

## Education

- 2023- Post Graduate (IGNOU UNIVERSITY)
- 2020- Bachelor of Commerce (DELHI UNIVERSITY)
- 2016 - 12th Central Board of Secondary Education (Delhi)

## Hobbies

- Listing Music
- Traveling

## Computer skills

1 Year Computer Diploma from Aryabhata Computer & Education Institute

## Personal Details

Date Of Birth – 15<sup>th</sup> Jun 1999

Language Fluency – English, Hindi