***Curriculum Vitae***

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**SUNIL SONI**

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| **OBJECTIVE :** |

“Seeking a challenging position in a professionally managed organization, wherein I can apply skills & competencies to achieve company’s financial goals & objectives and where my strengths & professional efficiency would be encouraged and rewarded with job satisfaction and a steady-paced professional growth.”

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| **PROFESSIONAL SUMMARY:** |

Financial professional with more than 8.9 years of experience working with organizations of repute viz. **Supertech Limited, BCL Secure Premises Pvt. Ltd. and Jaypee Capital Services** Proficient in finance, accounts, taxation and auditing areas with a focus on enhancing the growth through implementation of strategies initiatives. Strong conceptual & analytical skills with an ability to take effective decisions. Staunch believer in creating value for self and the organization.

* Currently associated with **Supertech Limited as AGM- Finance & Accounts**.
* Earlier worked with **BCL Secure Premises Pvt. Ltd.** as a **Manager (F&A)** from Sep’2011 to Dec’ 2012.
* Worked with **Jaypee Capital Services Ltd.** as an **Asst. Manager** from Nov.2006 to September 2011.

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| **PROFESSIONAL SYNOPSIS:** |

**Account Payable Financial Modeling Finalization of Financial Statement**

**Budgeting & Analysis Direct & Indirect Taxation Fund Raising**

**MIS Report Reconciliation Internal and Statutory Audit**

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| **QUALIFICATION:** |

* Completed **Chartered Accountant** from ICAI in May, 2006.
* **B.Com** graduate from V.B.S. Purvanchal University in 2000.
* Certification in **Financial Modeling & Company Valuation** from IRFM New Delhi.
* Proficiency in Advance Excel and good knowledge of valuation tools (DCF, Relative valuation, Transaction & M&A).

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| **WORKING EXPERIENCE:** |

**Company: Supertech Limited**

**Profile**: AGM (Finance & Account)  **Period**: 17/01/2013 to Till date.

**Job Profile:**

1. **Finance :**

* Financial Planning.
* Preparation of project Business Plan.
* Liasoning with Bank/Fianancial Institution for fund Raising.
* Project fiancial due deligance and project valuation.
* Co-ordination with rating agency for rating of Group companies.
* Finalization of Financial Statement quarterly and annually.
* Liasoning with Statutory and Internal Auditors.

1. **Accounts:**

* Preparation of Project wise cash flow.
* Preparing MIS reports of project and Actual vs. Budget Analysis.
* Review and timely payment of Contractors and Vendors bills.
* Review of Refund, EMI and ROI payments.
* Reconciling inter group company transactions.
* Responsible for month end closour.
* Review of Reconciliation of Suppliers and Customer’s.
* Prepare debtors aging and followup with sales team.

1. **Taxation:**

* Review of timely payment of TDS and filing of TDS return.
* Review of timely payment of Service Tax and filing of Service Tax return.
* Co-ordination with Service Tax Deptt. For service tax audit.
* Review of timely payment of VAT/WCT and filing of returns.
* Calculation and deposit of corporate tax.
* Co-ordination and submission of reply of Income tax notice.

**Company: BCL Secure Premises Pvt. Ltd.**

**Profile**: Manager (Finance & Account)  **Period**: 15/09/2011 to 31/12/2012.

**Job Profile:**

* Finalization of Financial Statement.
* Preparation and Filing of TDS, VAT and Service Tax returns.
* Bank & Accounts reconciliation with other parties.
* Financial Planning and Liasoning with Banks.
* Liasoning with Statutory Auditors.
* Preparing MIS reports and Budgets.
* Review of financial performance quarterly and submitting reports to seniors.
* Adept at Indian GAAP and Basic Knowledge of IFRS.
* Handling ERP implementation work at BCL Secure Premises Pvt. Ltd.
* Project Tenure - Oct’11 to Jan’12.
* ERP Package- Element 1.1
* Module I have handle- Accounts, Payroll, Purchase, Sales and Inventory.

**Company: Jaypee Capital Service Limited.**

**Profile**: Asst. Manager (Finance & Account)  **Period**: 01/11/2006 to 14/09/2011.

* Bank & Accounts reconciliation.
* Financial Planning and Liasoning with Banks.
* Preparing MIS report.
* Taking care of the daily Financial & accounting activities**.**
* Finalization of Financial Statement.
* Liasoning with Statutory Auditors.

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| **FINANCIAL MODELING AND VALUATION TRAINING:** |

**Company:  Institute of Risk & Financial Modeling**

Title**:** Financial Modeling and Valuation Using Excel and VBA.

Synopsis**:**  Financial Modeling & Company valuation using Excel

**Learning Outcome:**

* Advance knowledge of Excel & Macro (VBA)
* Design Financial Model for a company by analyzing Historical Financial statements
* Calculate the intrinsic value of the company using Discount Cash Flow model
* Use of Relative & Transaction combs, DCF in Merger and Acquisition
* Template designing for Relative Valuation on Excel

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| **COMPUTER SKILLS:** |

SAP, Adv. Excel, Tally 9.0 ERP, Microsoft Office (financial modeling skills on Excel), Internet

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| **EXTRACURRICULAR ACTIVITIES** |

* 1 Playing Badminton
* 2 Travelling and listening melodious songs

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| **PERSONAL PROFILE:** |

Father’s Name : Shri Ram Saran Soni

Mother’s Name: Smt. Urmila Devi

Date of Birth : 7th October 1979

Languages Known: English & Hindi

Strength : Quick learner, Zeal to achieve the excellence and positive attitude.

**Place:** New Delhi

**CA Sunil Soni**