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| **Monika Sonar** | |  |
| Address: HIG-21/8, 6th scheme cidco nashik-09  : +91-8149389799/8208712380  ****: [monikasonar245@gmail.com](mailto:monikasonar245@gmail.com) | | |
| **Profile Summary** |  | |
| * An analytical and honest professional with 3 year of work experience and expert knowledge in Tally, Account Data, Reconciliation & other Statutory Accounts. * Expert in interacting with other group companies for accounts purposes. * Proficient in team work, determined & quick learner with good interpersonal skills. * Expert in analyzing the business proposals especially in financial terms. | | |
| **Personal Skills** |  | |
| * Solution oriented ♦ Decision making ♦ Positive attitude * Relationship building ♦ Influencing skills ♦ Team player * Loyalty, Honesty & Integrity ♦ Methodical and organized | | |
| **Key Responsibilities Handled** |  | |
| * Enter posting of purchase, sales, payment, receipt collection & journal voucher. * Verification of bills & reconciliation of totalturnover. * Bank, Debtors & Creditors Reconciliation. * Maintain cash transaction & petty cash book, preparingcash. * Day to day cash & bank transactions. * Preparing outstanding list of Debtors & making Payment follow-up. * Preparing of Tax invoices, Vouchers. * Sales & Purchase total reconciliation of accounts calculating GST. * Reconciliation of Bank Statement at the end of month. * Maintain salary register in MS-Excel. * Maintain Balance sheet & profit & Loss. | | |
| **Professional Span** |  | |
| 1. **CA Agrawal Malvade Patil & Associates 14th Aug 2018 – Till Date**   (Audit Assistant & Accountant)   1. **Sourya Engineers , Nashik (MH) 17th Aug 2017 – 12th Aug 2018**   (Accountant & Office - Admin)   1. **Pooja Agency , Nashik (MH) July 2015 – May 2017**   (Assistant Accountant & Office - Admin) | | |

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| **Academic Credentials** | | | | |  |
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| **Additional Qualification** | | | | |  |
| * Certification in English Typewriting- 30wpm * Certificate in Advance Diploma in Office Automation & Accounting | | | | | |
| **Personal Dossier** | | | | |  |
| **Date of Birth :** May 24th, 1994 **Gender :** Female  **Languages Known :** English, Hindi & Marathi **Marital Status :** Unmarried | | | | | |
| **Declaration** | | | | |  |
| I hereby declare that all the information provided above is true to the best of my knowledge. Place:  Date:  (Monika Sonar) | | | | | |

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| **School & College** | **University** | **Year of Passing** | **Degree** | **Percentage** |
| STB SCHOOL | Nashik | 2009 | S.S.C | 81% |
| KSKW COLLEGE | Nashik | 2011 | H.S.C | 78% |
| KSKW COLLEGE | Pune University | 2014 | Bachelor of commerce | 58% |
| BYK COLLEGE | Pune University | 2016 | Master of commerce | 69% |
| NAVJEEVAN LAW  COLLEGE | Pune University | 2015 | Diploma in Taxation and Law | 55% |
| UNIVERSITY OF PUNE | Pune University | 2017 | Government Diploma in co-operation and  accountancy | 52% |