

Unnati Soni

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Career Objective

Accountant with an ability to think analytically and find innovative solutions to challenges

Overall Experience – 4.7 Years

Full time professional – 3.1 Years

Part time associate – 1.6 Years

❖ **Currently Working as Associate in Kotak life since past 6 months**

❖ **VIEC (VIV'S INTERNATIONAL EDUCATION CENTRE)**

Position: Counselor and Company Accountant

Period: March 2008 to March 2010

Job Profile:

- Managed end to end finances of Visa Counselling company
- Contribute ideas to develop more revenue by adding various facilities and add-ons in counselling center which has increase revenue by good percentage
- Performed key role in Company audit
- Responsible for providing the client with advice and guidance on how best to obtain required documentation to migrate internationally and how to complete the process smoothly
- Monitoring and scrutinizing candidate profile for overseas visa application
- Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- Interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
- Oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government
- Take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation
- Avoids any legal issues that may occur in relation to their relocation by assisting them to obtain visas and other related immigration documentation

❖ **TRIVENI COLOUR INDUSTRIES.(Manufacturing Unit)**

Position: Company Accountant

Period: June 2006 to June 2007

Job Profile :

- Two years of hands-on accounting experience, handled monthly bank reconciliation, expense tracking, month end and year end reporting task
- Assisted in annual audit. Acquired problem solving skills in accounting system by identifying and correcting error payments and reconciling vendor statement
- Overseeing all aspects of financial control in the business
- Tracking Goods Stock of various colors cartons
- Reviewed and approved invoices for accuracy within contractual guidelines
- Prepared documents related to Debit Notes, Bills and Invoices
- Performed other ad-hoc tasks assigned by Management

- Responsible for opening and tracking the accounts of customers and vendors on Tally 7.2
- Provided accurate financial projections by computing monthly tax provision to estimate current/future income taxes
- Analyzed revenues, commissions and expenses to ensure they are recorded appropriately on monthly basis
- Handling company account matters on Database Program of Tally 7.2 Professional Software.
- Created sales order, sales bills, purchase bills, purchase order and maintained necessary balance levels

❖ **UDESHI & SHUKLA ASSOCIATES (CHARTERED ACCOUNTANT)**

Position: Auditor

Period: August 2005 to September 2005

Job Profile:

- Handled the Physical Stock of Job Work of Industries.
- Audit Bills and other documents necessary for Credit of Service Transaction

❖ **Engaged 12 months of period as tutor for secondary section school students**

Educational Qualification

Degree/Class	Institute	University/Board	%	Year
Bachelor of commerce graduate (Accounts)	Narsee Monjee College of Commerce and Economics Vile Parle (West).	Mumbai University.	72.00%	2003
HSC – Std 12 th	Narsee Monjee College of Commerce and Economics Vile Parle (West).	MSBSHSE ,Pune Board.	76.50%	2000
SSC – Std 10 th	J.H.Pddhar High School. Bhayandar (West).	MSBSHSE ,Pune Board.	80.53%	1998
Tally (7.2) Graduate.	Raj Software Technology India Ltd.	Maharashtra Business Training Board.	74.00%	2006

Personal Details :

Date of Birth : 24-January-1983

Gender : Female

Marital Status : Married

Nationality : India

Languages known – Read, Write and Speak : English, Hindi, Gujarati and Marathi

Hobbies : Cooking

Permanent Address : 404/A block, Amrapali Apartment 1,
Judges Bungalow Road, opp Shraddha petrol pump
Behind Pakvan dining hall, Bodakdev, Ahmedabad.3840015