

## RESUME – VIJAY SONKUSARE



**Name** : Vijay G Sonkusare  
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**Address** : J-703 Anand Polaris, Opp. Abjibapa Green  
Ahmedabad 382350  
**Date of Birth** : 7th June 1986  
**Father's Name** : Gangadharbhai Sonkusare  
**Marital Status** : Married  
**Language Known** : Gujarati, Hindi, Marathi and English

### Qualifications

<a href="#">ICAI Final</a>	June 2014-15	The Institute of Cost accountant of India	Result 52%
<a href="#">Master of Commerce</a>	June 2016-17	Gujarat University	Result 53%
<a href="#">Bachelor of Commerce</a>	April 2006-07	Gujarat University	Result 63%
<a href="#">HSEB</a>	March 2003-04	Higher Secondary Education Board	Result 77%
<a href="#">GSEB</a>	March 2001-02	Gujarat Secondary Education Board	Result 81%

### Abilities

- Team Management
- Good Communication
- ERP Software, Tally, VB Soft
- SAP-FICO, MM & SD Module
- MS Word, Excel, PowerPoint

### Experience

<b>Company Name:</b>	<b>Berry Cottas Private Limited-Ahmedabad</b>
<b>Position</b>	Account Assistant
<b>Period</b>	01-06-2006 to 31-05-2008
<b>Working Profile:</b>	Generate the Invoice in ERP Software Prepare the MIS and Follow-up for overdue payment Ledger Scrutiny Bank Reconciliation Admin & HR Work

<b>Company Name:</b>	<b>Gokul Refoils &amp; Solvent Limited-Ahmedabad</b>
<b>Position</b>	Account Assistant
<b>Period</b>	01-06-2008 to 31-05-2011.
<b>Working Profile:</b>	<p><b>Accounting in SAP System</b></p> <p><u><b>Account receivable:</b></u></p> <p>Credit note and Debit note Book IN SAP</p> <p>Collection Entry Book IN SAP</p> <p>Ledger Scrutiny</p> <p>Bank Reconciliation</p> <p><u><b>Account Payable:</b></u></p> <p>Expense Book IN SAP</p> <p>Credit note and Debit note Book IN SAP</p> <p>Miro Book IN SAP</p> <p>Vendor payment entry Book IN SAP</p> <p>Ledger Scrutiny</p> <p>Bank Reconciliation</p>
<b>Company Name:</b>	<b>Gujarat Gas Limited</b>
<b>Position</b>	Officer-Finance & Accounts
<b>Period</b>	01-06-2011 to Still working
<b>Working Profile:</b>	<p><b>Accounting in SAP System</b></p> <p><u><b>CNG Sales &amp; Collection Activity Entire Company:</b></u></p> <p>CNG Quantity Maintain In ERP Software</p> <p>Generate the Purchase order : MM Module</p> <p>Generate the Sales Order : SD Module</p> <p>Handling the Stock movement : MM Module</p> <p>Generate the Stock transfer: SD Module</p> <p>Generate the Stock transfer Invoice: SD Module</p> <p>Generate the Credit customers Invoice: SD Module</p> <p>Generate the Cash customers Invoice: SD Module</p> <p>Generate the Tax Customers Invoice: SD Module</p> <p>Generate the Excise Invoice: SD Module</p> <p>Generate the Credit note &amp; Debit note: FICO Module</p> <p><u><b>Account receivable:</b></u></p> <p>Credit note and Debit note Book IN SAP</p> <p>Collection Entry Book IN SAP</p> <p>Ledger Scrutiny</p> <p>Bank Reconciliation</p>

<p><b>Working Profile:</b></p>	<p><b><u>Account Payable:</u></b>  Expense Book IN SAP  Credit note and Debit note Book IN SAP  Miro Book IN SAP  Vendor payment entry Book IN SAP  Ledger Scrutiny  Bank Reconciliation</p> <p><b><u>Taxation</u></b>  <b>Excise:</b>  Excise Payment Data Working &amp; Submit payment Online  Excise Return working &amp; Submit return Filing online  Excise Record Maintain  Excise Entry Pass In SAP  Submit Excise Return Monthly  Prepare the Statutory due of Excise</p> <p><b><u>VAT:</u></b>  Working VAT related Data  Submit VAT Payment Online  Submit VAT Return Online  Submit VAT Return Monthly  Prepare the Statutory due of VAT</p> <p><b><u>Service Tax:</u></b>  Working Service Tax related Data  Submit Service Tax Payment Online  Submit Service Tax Return Quarterly  Prepare the Statutory due of Service Tax</p> <p><b><u>Cost Audit</u></b>  I Have prepare the Cost Audit Annexure &amp; PERA  Submit the Annexure to our cost auditor  Cost audit file the return of cost audit</p> <p><b><u>Finalisation related work</u></b>  Ledger Scrutiny  Assist in finalization of books of accounts.</p>
<p><b>Company Profile:</b></p>	<p>The largest City gas Distribution Company of India and a subsidiary company of Gujarat State Petroleum Corporation Ltd. This is a leading Public sector unit in Gujarat State. Company is in Business of setting up of infrastructure to provide green and environment friendly fuel in form of PNG (Piped Natural Gas) to different Industrial, commercial and domestic customer and CNG (Compressed Natural Gas) as fuel as substitute product of diesel and petrol.</p>