

**Preferred Location: Ahmadabad****Name:** Raju Harjivandas Soni**Add:** A/286, Anand Tenement,**NR.Ghodasar**, Ahmedabad-380 050.**E Mail:** [rajusoni.soni1983@gmail.com](mailto:rajusoni.soni1983@gmail.com) **Mobile No:** 7984182495/9714159595

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**Aspiring to handle challenging accounting assignments in a reputed & established organization thereby enhancing the accounting/auditing skill & knowledge & utilizing them in attaining heights of success.**

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**Professional**  
**Preface**

- ≈ A competent professional with nearly 6 years of experience in Commercial Operation encompassing Accounts & Finance, Receivables & Payables Management, Indirect - Direct taxation, Client Relationship and Team Management.
  - ≈ **Presently I am working in Unison Pharmaceuticals Pvt Ltd. as a Sr.Executive.**
  - ≈ Experience in financial & accounting operations including maintenance of books of accounts, Indirect-Direct Taxation & Audits & Excise Audit Details Provided to Excise Auditors.
  - ≈ Good knowledge about Indirect Taxes-Excise, Service Tax & Sales Tax, Exports, Imports, Payable.
  - ≈ Well conversant with Direct taxes - TDS.
  - ≈ **Proficient with Account Software: Currently working on Pharmacloud (ORACLE), JD Edwards Enterprise (ORACLE), IMMSERP, Pentasoft Excise Software & Senseys & TDS Software.**
  - ≈ Possess effective communication, interpersonal & problem solving skills with the ability to handle extremely busy and hectic schedules.
  - ≈ A consistent performer & a fast learner.
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**Organizational**  
**Experience**

**From Oct'18 joined Unison Pharmaceuticals Pvt Ltd. at Satellite, Jodhpur -Ahmadabad as Sr.Executive - Accounts.**

**Present Profile:**

- ERP Implementation.
- Normal Accounting.
- Internal Branch Reconciliation.
- All Party Reconciliation.
- Outstanding Report.
- Bank Reconciliation.
- Payable A/c.
- Provision Entry pass for Monthly Basis.
- Day to Day Bill Checking.
- GRIR Recco Expense & Capex.
- Monthly TDS Statement Prepare.
- Advance Knockoff.
- Advance Aging Report.
- Creditors Aging Report.

**Experience Accounting in as an Accounting in Amneal Pharmaceuticals Pvt Ltd. at Pahaladnagar-Ahmedabad as Executive - Accounts & Finance taking care of the Direct Tax & Accounting with Imports profile. Last 2years (Oct'16 to Sep'18)**

**Accountabilities**

- Normal Accounting.
- Internal Branch Reconciliation.
- All Party Reconciliation.
- Outstanding Report.
- Bank Reconciliation.
- Imports (Import Documents & Payment Producers)
- Tax Audit Details.
- Internal Audit Details.
- Payable A/c.
- Provision Entry pass for Monthly Basis.
- Statutory Ledger Checking & Details Provide Internal Auditors.
- Day to Day Bill Checking.
- GRIR Recco Expense & Capex.
- Monthly TDS Statement Prepare.
- Advance Knockoff.
- Advance Aging Report.
- Creditors Aging Report.
- Debtors Aging Report.

**Experience Accounting in as an Accounting & Direct Taxation & Indirect Taxation in PARLE ELIZABETH TOOLS PVT LTD. (4.5 YEARS)  
Year. Year 2012 to 2016 Oct-16.**

**Accountabilities**

**Present profile:**

**Accounts, Excise, Sales Tax, Service Tax & TDS Audit Experience 6Years.**

- TDS Return Preparation and filling.
- Sales Tax Return Data prepared & provided to Consultant for Monthly, Quarterly & Annual basis.
- Sales Tax Refund Producers Completed.
- Sales Tax Assessments Producers Completed.
- Excise Refund Related Documentation Producers Completed.
- Monthly general party & vendor account reconciliation.
- Generating & maintaining MIS & reports for debtor's control / debtor's outstanding statements
- Preparation of Monthly Inter Company Reconciliation
- Solution of Audit Query.
- Prepare Income Tax, TDS Service Tax Scrutiny Data.
- Resolve Sales Tax scrutiny notice.
- Maintaining Excise registers RG-1, RG-23A Part-I & RG-23A Part-II Register Mentioned.

- Service Tax Register Mentioned & Closing Entry Pass in System.
- Preparing Sales Invoice.
- Data Entry & Print out of Account's Registers like cash, J.V. etc.
- TDS Online Payment.
- Excise Online Payment.
- Two Times Excise Audit Completed.
- Normal Accounting.
- Internal Branch Reconciliation.
- All Party Reconciliation.
- Outstanding Report.
- Bank Reconciliation.

**Experience Accounting in as an Accounting & Purchase in ETHOS HVAC SYSTEM LTD. CHANGODAR. 1.5 Year. Year 2010 to 2012**

**Accountabilities**

- Daily Bank Reconciliation Statement.
- Prepare TDS working for payment made on Monthly basis & filling of return on quarterly basis.
- Raising Debit/Credit notes to the Customers.
- Issue Sales Invoicing, Purchase accounting.
- Customers, Vendors & Branch Reconciliation.
- Inter Branch Reconciliation.
- Service Tax payment made on monthly basis and filing of Returns on Half yearly basis.
- Maintaining Excise registers RG-1, RG-23A Part-I & RG-23A Part-II Register Mentioned.
- Service Tax Register Mentioned & Closing Entry Pass in System.
- Preparing Sales Invoice.
- Data Entry & Print out of Account's Registers like cash, J.V. etc.

**From Experience Accounting in JAIN & SEHTH CO. (CHARTED ACCOUNTANT) last 3Year. Year 2007 to 2010(CONTRACT TO GUNJAN PAINTS LTD)**

**Accountabilities**

- Prepare Every month Sales Tax Data for Sales Tax Return filing.
- Looking after prepare TDS working Data for monthly basis payment made &
- Every Month prepare Bank reconciliation.
- Daily Accounting activities like checking of data entry, Voucher passing etc.
- Every Month prepare Service Tax data & filing of return on quarterly basis.
- Maintaining Excise registers RG-1, RG-23A Part-I & RG-23A Part-II Register Mentioned.
- Preparing Sales Invoice.
- Data Entry & Print out of Account's Registers like cash, J.V. etc.
- Inter Branch Reconciliation.

**Audits & Taxation:**

- Ensuring completion of internal & statutory audits within time.
- Monitoring the implementation of systems and updating the non-compliances to the Top Management with regular internal audit reports.
- Verifying sales and purchase summary for sales tax return and preparation of set-off working for monthly and annual return, VAT return & Assessment.
- Working of TDS Payment on Monthly Basis & Preparation of Return on Quarterly Basis
- Working of Service Tax Payment on Monthly Basis & Preparation of data for Return

**MIS Reporting:**

- Statement of Bills Receivable.
- Statement of Bills Payable.
- Sales Register.
- Purchase Register.
- Aeging Report.

**Strengths:**

1. Good communication skills. 2. Hardworking & sincere towards work. 3. Dedicated and completing the work within the stipulated time. 4. I can easily adopt any kind of working environment. 5. Confidence and positive attitude. 6. Keen to learn. 7. Good listener. 8. Good team player.

**Academic Detail.**

≈ B. Com from S.V.V.M. & Commerce College, Gujarat University in 2008-09.

≈ 12th Class from Jyoti Vidhya Vihar Higher Secondary School, Gujarat Board in 2001.

≈ 10th Class Jyoti Vidhya Vihar Higher Secondary School, Gujarat Board in 1999.

≈ **Notice Period: 3 Month.**

***IT Skills:*** Well versed with Word, Excel, TallyERP 9, ERP SYSTEM, JD EDWARDS (ORACLE), IMMS, Pharmacloud (ORACLE) & Internet.

***Personal Vitae:*** Date of Birth : 4th Feb, 1983

***Marital Status*** : Married

**Contact Number** : 9714159595

**Your  
Faithfully,**

**Raju H.Soni**