

MRUGESH SONI

B.COM

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26/362, Utsav Appartment

B/H Vyaswadi, New Vadaj

Ahmedabad. 380026

Career Objective

I am looking forward to obtain challenging job platform where I can exercise my skill that will provide me with an opportunity to learn new things and explore future career prospects.

Profile

- Good analytical ability
- Enthusiastic learner
- Ability to embrace changes
- Good inter personal skills

Educational Qualification

Sr no	Qualification	Board/ university	YEAR	Percentage/CPI
1	B.COM	GUJARAT UNIVERSITY	2017	60%
2	HSC	GHSEB	2011	60.14%
3	SSC	GSEB	2009	57.80%

Experience:-

- **Working as Supervisor at Apollo Pharmacy. (Unit: - Apollo Hospital Enterprise Ltd.) From JULY 2018.**
- **Worked as ASSISTANT ACCOUNTANT from April-2013 to June-2018 at S.Amitkumar B.B.C. Market, Panchkuva, Ahmedabad.**

Key Responsibility Areas:

Apollo Hospitals Enterprise Limited –

- Looking after Trade Receivables of Rajasthan (Credit Sales)
- Debtors Reconciliation
- Departmental Cash Book Management
- Reimbursement of Departmental Expenses
- Creditors Payment Settlement & Reconciliation
- Providing monthly sales report to Input Tax Person (Account. Dept.) which facilitates them to File ITC/GST properly.
- Invoice Checking & Filling
- Maintain debtor's book to ensure that the debt status is accurate and latest
- Review Monthly Debtors Aging Reports
- Investigate and resolve customer discrepancies regarding Invoice, GST/ITC, and Bank Details etc.
- Ensuring that collections are booked in proper way.

S.Amitkurmar (Proprietorship Firm)

- Data entry for day-to-day accounting transaction like
- Prepare delivery challan, Convert D.C. to sales invoice
- Check purchase invoice & book it
- Preparing creditors cheque
- Physical checking of goods return and preparing debit note & credit note
- Prepare employee salary
- Bank reconciliation
- Ageing analysis
- G.S.T and income tax related report
- Reconciliation of sales, purchase and expenses.

Proficiencies:

Computer Skills : Basic Computer Knowledge, Internet utility, MS Office, Tally ERP.

Hobbies : Playing Cricket, Travelling.

Personal Profile

Date of Birth	:	30th January 1994
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Language Known	:	English, Gujarati, Hindi
Interests	:	Getting useful knowledge, Listening music
Soft Skills	:	Good Interpersonal Skills, Quick Learner
Specialty	:	Co-operative, Team player

Declaration

I hereby declare that the above-mentioned information is true to the best of my Knowledge.

Place: - Ahmedabad

MRUGESH SONI.