

PRADEEP SONI
Chartered Accountant, Company Secretary, B.com

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Objective

Strategist, implementer & achiever with multi-cultural experience in managing entire gamut of Financial functions including **taxation, statutory compliance, legal affairs, Accounts Payable, costing** etc. with consistent record of delivering results in tax implications, cost, & financial performance.

Profile Summary

~ Strategic Planning & Leadership ~ Financial Reporting/Decision Making
~ **Tax Compliance Management** ~ Cost Reduction/Process Improvement
~ Business Advisory/Tax Consultancy ~ Drafting/Appeals/Assessments
~ **New Process Set up and implementation of new Projects** ~ **Accounts Payable / Receivable Management**

- Strategic leader offering **11 years** of extensive experience in steering entire **Taxation activities, PTP operations and Payment management, Payable reporting & related activities in Shared Service Environment**. Hands-on expertise in **Tax compliance management, litigation management, advisory & consultancy**
- Proficient in **making strategic decisions in consultation with top management**, setting-up PTP portfolio & tax functions & teams right from scratch, recruiting right candidate basis skills & experience, generating MIS & reports on performance, trends & **tax implication and optimization** of business across Direct Tax , GST VAT, CST, Excise, Service Tax, WCT, Entry Tax and various other Taxes
- Excellence in **process improvement initiatives** through analysis of the existing system and opportunities for improvements, **identifying gaps** and communicating the same to concern for corrective action.
- Headed the GST implementation setting-up **entire new process to ensure GST compliances**.
- Expertise in **advisory across indirect tax matters including tax matrix for bid preparation and legal affairs** such as **drafting and vetting of writs, appeals, replies to SCN/DN attending PH etc.** and drafting **financial documents** including business forms, agreements, contracts, retainer ship agreements, PO/SO clauses etc.

Key Achievements

- **Qualified Company Secretary and Chartered accountant with ALL INDIA 7th RANK** in CA FINAL NOV, 2010.
- Awarded from DY MD in Idea Cellular for Project on Distributor commission payouts and formalizing the key process to ensure smooth functioning of commission payouts.
- Awarded from Circle Business Head in Idea Cellular for Project on **claiming un availed CENVAT to reduce blockage of working capital and loss of CENVAT by streamlining the invoice booking and payout process in PTP function**.
- Awarded from MD of Vodafone for significant contribution on **Napoleon Project** (Merger of Vodafone entities)
- **Global Hero** Awarded from **Deputy CEO of Vodafone Group** worldwide for implementation of New **TDS receivable reconciliation** process which leads to saving of **40 Cr** for FY 2015-16 & 2016-17.

Organisational Experience

Department	Finance and Accounts
Current Role	Lead / Sr Manager – F&A - INEOS Styrolution India Limited
Key Activities	<p><u>GST & Tax Compliances:-</u></p> <ul style="list-style-type: none"> - Regular Guidance on GST and TDS implications due to changes in laws. - Regular Monthly GST compliance and filing of Returns for all locations across India. - Guidance on High Seas Sales to Commercial teams - Guidance on Cross charging to group on common service & ISD compliances - E Invoicing Implementation and relevant changes in system - Job work related compliance and ITC-04 filing. - Various Reconciliations – GSTR 2A- Books, with 3B, GSTR1, E way bill etc. - Litigation management for all open disputes and response to the Notices / SCNs received. - Managing the entire Deferred Tax / Current Tax working including preparation of financial disclosure related to Deferred Tax - Managing Tax Audit, Transfer Pricing Audit & Stat Audit requirements. - Managing Income Tax Return, Annual Information return preparation. <p><u>Accounts Payable and Receivable:-</u></p> <ul style="list-style-type: none"> - Implementation of Readsoft system (Digitization of Invoice Processing) - Standardization of process with global process - Managed timely invoice booking, sample verification of invoices booked including Vendor Payments. - Open GRIR clearing, Vendor advance and action on invoices not received, - Vendor confirmation and reconciliation - MSME related compliances and filing of Return. - Migration of SINGAPORE ACCOUNTS PAYABLE ACTIVITIES to INDIA. - Annual closing activities related to accounts payable area and attending & responding the queries of internal and statutory auditors. - Implementation of ERM (ELECTRONIC RECEIPT MATCHING) tool in Accounts Receivable - identification of expected risk on collection and reporting to CFO& MD - Recognized with Global INEOS Group for Digitization of Invoice processing. <p><u>Financial Reporting Support :-</u></p> <ul style="list-style-type: none"> -Preparation of Related Party schedule -Revenue Recognition as per global guideline -Segmental Reporting of Debtors/ Creditors / GRs - Monthly Provisioning of expenditure

Internal

	-Managing & Coordinating INTERNAL AUDIT function and implementation of process improvements. -Recognized with Global INEOS Group for Digitization of Invoice processing.
Time Period	9 th Sep 2019 till date

Department	Finance and Accounts
Current Role	AGM at AMW Auto components Limited (Bhuj Gujarat)
Key Activities	<ul style="list-style-type: none"> - Preparation of financials and all other relevant notes to accounts as per applicable IND AS including cash flow. - Ensure all tax reporting is done on time and correctly to ensure smooth functioning of invoice booking and payout process - Periodic Review of Reporting & MIS for Management review. - Focus on areas, Improvisation which results in strengthening systems and process. - Control & Compliance related to Vendor / Customer reconciliation & Vendor payouts - Managing all the GST compliances for all Registrations. - Managing Tax Audit, & Statutory Audit requirements. - Managing Income Tax Return, Annual Information return preparation. - TDS Compliances including Payment, return filing etc - Managing TDS expense wise reconciliation and TDS receivable reco (26AS V/s books reco). - General ledger review and scrutiny - Internal Control for financial Reporting (ICFR) preparation and implementation as per guidelines of ICAI - Extraction of relevant reports from SAP FICO module for preparation of relevant schedule and analysis. <p>Vendor/Accounts Payable and Customer Ageing:-</p> <ul style="list-style-type: none"> - Managed timely invoice booking, sample verification of invoices booked, Open GRIR clearing and action on invoices not received, Vendor confirmation and reconciliation, Vendor Payments. - Annual closing activities related to accounts payable area & attending and responding the queries of internal and statutory auditors. - Vendor reconciliation & scrutiny of Ledgers. - Treasury management and working capital management.
Time Period	8 th February 2019 to 7 th Sep 2019

Department	Finance and Accounts
Current Role	Manager at Vodafone (Ahmedabad Shared Service Center)
Key Activities	<p>Overall Compliance:-</p> <ul style="list-style-type: none"> - Ensure all tax reporting is done on time and correctly to ensure smooth functioning of invoice booking and payout process - Periodic Review of Reporting & MIS for Management review. - Focus on areas, Improvisation which results in strengthening systems and process and in turn which results in reduction of exposure from tax perspective - Formation and implementation of Invoice Processing Guidelines across processes - Inter & Intra process Trainings on Budgets and Process/IT changes. - Control & Compliance related to Vendor reconciliation & Vendor payouts - Identification and implementation of Tax Saving opportunities for stakeholders. - Analytical support and advisory to business on different nature of transactions - Managing the entire Deferred Tax / Current Tax working including preparation of financial disclosure related to Deferred Tax - Managing Tax Audit, Transfer Pricing Audit & Stat Audit requirements. - Managing Income Tax Return, Annual Information return preparation. - Income Computation and disclosure standard (ICDS) implementation. - TDS Compliances including Payment, return filing etc - Managing TDS expense wise reconciliation and TDS receivable reco (26AS V/s books reco). <p>GST Compliance</p> <ul style="list-style-type: none"> - Managing GST Liability Computation for all revenue streams including reverse charge liability calculation. - Managing Input Tax Credit calculations for category of taxes including ITC on imports. - Managing GST payout including allocation of credit / liability between various company codes. - Managing preparation, review and filing of the various GST returns with stipulated timelines. - Resolution of various type of errors due to matching concept. - Managing preparation and review of Revenue and Cost Reconciliation. - Process implementation of Intercompany Input and output matching. - Filing of TRAN 1 for all the registration for transfer of opening Credit - Managing GST related queries / notices received from Department and drafting replies. - Migration of Local Tax Compliances process from Circles to SSC and standardization of activities. - Internal Control for financial Reporting (ICFR) preparation and implementation as per guidelines of ICAI - Extraction of relevant reports from SAP FICO module for preparation of relevant schedule and analysis. <p>Audit and Support activity:-</p> <ul style="list-style-type: none"> - Support in Service Tax Departmental Audit, Local Tax assessment, - State GST assessments and investigations including Tran 1 verification - Managing Statutory Audit, Internal Audit, Cost Audit, Tax Audit etc. - Managing tax objectives including UAT. <p>GST Implementation Project (Member of Core team of GST implementation)</p> <ul style="list-style-type: none"> - Impact Analysis of various GST provisions from business point of view with EY (Project implementation partner) - Multiple discussions with various stake holders including P2P Team, OTC Team due to GST - Preparation of various demand documents basis impact analysis - Requirement discussion with IT teams. - Performance of User Acceptance test (UAT) and raising defects and resolution of same. - Develop various Input credit reports and output liability reports - New Process implementation basis requirement of Law - Various training programs to multiple stakeholders to enable them to understand requirement of Law

Department	Finance and Accounts
Current Role	Dy. Manager at Vodafone (Ahmedabad SSC)
Key Activities	<p><u>Compliance of the Indirect taxation at India level:-</u></p> <ul style="list-style-type: none"> - Review of computation of the Service Tax Liability (Including Negative list of service) and Cenvat credit of the All Circles and send the details to respective Circle office for Payment. - Review and preparation of the Revenue reconciliation - Preparation of the Cenvat Register. - Compliance of the VAT Laws at the India Level. - Handling the VAT/CST Audit at PAN India level - Handling the Service Tax Department Audit at PAN India level - Reply to the Direct and Indirect tax dept for the notices (queries) received. - Preparation of the details for filing the service tax return for All Circles. - Handling the Service tax Audit at SSC - SAP testing for all tax related Reports. - Internal process settings for the tax compliance. - Guidance on the Budget changes to Revenue Team, PTP team, Commercial team. <p><u>Audit Coordination Activities:-</u></p> <ul style="list-style-type: none"> - Coordination in the providing the details to the Statutory Auditors. - Coordination in the Cost Audit where data should be given in the specific format as provided by the TRAI. - Preparation of the Details for Tax Audit as per the form 3CA/3CB and 3CD - Coordination in the Internal Audit teams.
Time Period	5 th Jan 2015 till 30 th Jun 2017

Department	Finance and Accounts
Current Role	Asst. Manager at Idea Cellular Limited (Gujarat Circle)
Key Activities	<p><u>Compliance Taxation related activity.</u></p> <ul style="list-style-type: none"> - Implementation of changes in tax laws at circle level -Continuous process improvement in reducing the lead time from processing of invoices to the related payment -Defining and designing the process of vendor reconciliation and related internal controls -Supported the Tax team for preparation of CENVAT register -Preparation of the details for filing the service tax return for the Gujarat circle and send the same to the corporate. - TDS compliances and payouts. - Compliance of the VAT Laws at the State Level. -Reply to the Direct and Indirect tax dept for the notices (queries) received . - Handling the tax Proceedings at ITAT and CIT level - Filing of VAT and CST return and application for C and F form <p><u>Accounts closing Activity (Monthly Basis):-</u></p> <ul style="list-style-type: none"> -Analysis of Expenses and Income GL codes. -Closure of Accounts Payable Module, Accounts Receivable Module, General Ledger Module in the Oracle System. -Finalization of the Trial Balance at the circle level and Load the details in the Hyperion. -Finalization of the Audit Pack at circle level where all the details and reasons of the increase/decrease in income/expenses mentioned. -Reply to the corporate office for all the queries raised. - Annual budget and forecasting <p><u>Audit Coordination Activities:-</u></p> <ul style="list-style-type: none"> - Coordination in the providing the details to the Statutory Auditors. - Coordination in the Cost Audit where data should be given in the specific format as provided by the TRAI. - Preparation of the Details for Tax Audit as per the form 3CA/3CB and 3CD -Coordination in the Internal Audit.
Time Period	22 nd November 2011 to 2 nd January 2015

Department	Loans and Advance (Credit)
Current Role	Scale II Officer in Bank Of India (SMECC Ahmedabad)
Key Activities	<p><u>Credit Analyst:-</u></p> <ul style="list-style-type: none"> - Preparation of CMA Proposals as per the Banking requirements(Norms). - Analysis of the balance sheet of the existing entities or in case of new entity viability of the project with the help of technical reports prepared. - Visiting the sites (field visit) of the applicant before giving any recommendations. - Give recommendations on the basis of the various financial and non financial factors.
Time Period	24 th June 2011 to 21 st November 2011

Academic & Professional Qualification

Examination	University/ Board	Percentage	Year of Passing
S.S.C	RAJ. BOARD	71%	May 2003
H.S.C	RAJ. BOARD	74%	May 2005
B.COM	GUJARAT UNIVERSITY	71%	April 2008
CA FINAL	I.C.A.I (ALL INDIA 7TH RANK)	59%	Nov 2010
CS FINAL	I.C.S.I	59%	Jun 2010

Personal Details

- Full Name : Pradeep Soni
- Date of Birth : 15th August 1988
- Gender : Male
- Marital Status : Married
- Languages known & Speak : English, Hindi and Gujarati
- Accounting software : SAP, Oracle, Tally