# Shubh Soni

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# Career Objective

To share, gain knowledge, experience and eventually guide and assist the organization to its highest level of performance. Seeking a best opportunity and look forward to apply my professional experience, which allows me to utilize my education, experience, skill and in the long run, serving the organization in an outstanding way.

# Professional Experience:

* Company Name: Raj Bordia & Co., Navrangpura , Ahmedabad, Gujarat
* Company Profile: Audit Firm
* Serving from: October 2020
* Roles and responsibilities: Serving as a full time Assistant to the Concurrent Auditors of Nationalized Banks. Carrying out Concurrent Audit of documents like - LC, BG , GECL, Loan disbursements ,forward contracts ,Inward remittances, routine registers of the Banks which form part of the Concurrent Audit, Vouchers of the transactions carried out. Carrying out routine activities like monthly Reports generation, mail drafting, issuing letters.

# Education:

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| **Qualification** | **University/ Board** | **Passing year** |
| B.Com | Gujarat University | September-2020 |
| HSC | Gujarat secondary & higher secondary education board | March-2017 |
| SSC | Gujarat secondary & higher secondary education board | March-2015 |

# Certifications

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| **Certification in** | **Certified by** | **Details of training** |
| e- Filing training | The Institute of Cost Accountants Of India | Filing of E-PAN, Income tax, GST, TDS, Registration of ESIC, EPFO and DSC |
| Microsoft office Intermediate Program | Microsoft Imagine Academy | Word, Excel, PowerPoint |
| Cambridge university Press Soft Skills and Employability Skills training | The Institute of Cost Accountants Of India | Soft Skills and Employability Skills training |
| SAP Finance & Controlling (FI-CO) Power User Course | The Institute of Cost Accountants Of India | Soft Skills and Employability Skills training |

# Skills:

* Experienced in Auditing
* Ability to ensure compliance to guidelines in letter and spirit.
* Sensible communication proficiency and good command on business account and statistics.
* Command in Computer skills (MS Office, etc.) , Social media, Internet

I acknowledge that above stated information is true to the extent of my knowledge.

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