

SHUBHAM PURUSHOTTAM SONI



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A result-oriented professional with extensive experience in Finance & Accounts with hands-on experience in Accounts Payables management and Transition & Transformation, Budgeting, Forecasting, Accruals & Team management with focus on accomplishing organizational & individual career goals To be a valuable member and involve myself in value creation, towards the organization and society through my strong influential, motivated and challenging attitude in a globally competitive environment and reach scalable achievements in my chosen career of finance.

CAREER BRIEF

Accounts Payables ~ Every quarter E-TDS return filling~ GST Return Filling ~ PO & Vendor management ~ Accruals (OPEX & CAPEX,) ~ Budgeting, Forecasting & Variance Analysis ~ MIS reporting ~ Assisting in Internal audit and Statutory audit

Professional Training -- ACCOUNTS HOUSE

Completed the corporate practical oriented training with hands on experience in Accounting, Taxation and statutory areas covering Accounts with Advanced Excel Reports, Tally 9, P.F. PT and E.S.I, Payroll & CTC designing, Labor Laws, VAT & CST, Service Tax, Central Excise, Income Tax, Tax planning for Employees, TDS on other payments

- Offering 11.6 years of multi-cultural experience in managing functions of AP accounting, PO & Vendor Management, Accruals, Amortization, Month End activity
- Skilled in Team management, Transitions & Transformation, AP process design, assigned SLA achievement, ERP implementation with hands on experience and good understanding of NBFC, and Manufacturing industries
- Experienced in bringing something new to organizations through continuous improvement & streamlining of processes, overcoming complex challenges while directing cross-functional teams using interactive & motivational leadership including training identification and development

Organization	Location	Role
Poonawalla Fincorp Ltd April 23 to Till Present as Deputy Manager Accounts and Finance (BAG Group)	Pune	Reviewing 2000 Invoices every Month (Approx 100Cr Value) Accounts Payables, Accruals, (OPEX, Amortization, Provision) Travelling Expenses Abroad & Domestic Advances Settlements Employee reimbursement, Incentive calculation, Commission to vendors (DSA) Vendor Reconciliation Statutory requirement like TDS, GST Intercompany Process/Intercompany reconciliation Preparation of vendor Ageing report, GL substantiation Weekly meeting with department and vendors on pending invoice issues Accounting tool Oracle Fusion
Indiana Ferro Limited Jan-2021 to Mar-2023 as Team Lead Accounts Payable	Pune	Handling end to end Account Payable Cycle, Cash Management Activities, Monthly Reporting such as preparing and posting accrual Journals, Prepaid/Advance/ageing analysis with remarks on overdue on invoices. Intercompany Process/Intercompany reconciliation Purchase Order and non-purchase order invoices/travel and expense reimbursement Creation of GL/Recording of Transactions with proper cost center –Journal Entry Serve as first point of contact for all incoming internal and external calls emails Bank Reconciliation for Multiple Currency EURO, GBP, USD, INR Foreign vendor Payment -15CA and 15CB, Analyzing the vendor invoices for applicable

		<p>statutory requirement like TDS, GST Performs month end close process: Posting accrual entries, prepaid expenses, Accounts reconciliation on a monthly. Weekly meeting with department and vendors on pending invoice issues Handling Travelling Abroad & Domestic Advances & Settlements. Handling Vendor Management Document Tracker updating & reconciliation Accounting for Credit card transactions/Petty Cash & Payment. follow up with employees for non-submission of claims/ debit balance Responsible for maintaining the list of approved signatories Preparation of vendor Ageing report Disbursement of petty cash Prepare the upload sheet for bank upload for disbursing the employee claims vendor payment</p> <p>Accounting tool SAP B1 Modul</p>
Ran Chemical Pvt Ltd Senior Executive Accounts Feb-2016 to Dec-2020	Nagpur	<p>Analyzing the vendor invoices for applicable statutory requirement like TDS, GST. Analyze the vendor invoice period and if applicable then assigning for prepaid or billable to Customer.</p> <p>Prepare the upload sheet for bank upload for disbursing the employee claims vendor payment and forwarding the same to FSCP for further validation.</p> <p>Verifying the on-board new vendor details with supporting documents through to Vendor information tacker.</p> <p>Handling Vendor Management Document Tracker (Verifying the supporting document for vendor bills & prepare the reconciliation statement for the same.)</p> <p>TDS calculation and paid the before due date Employee reimbursement</p> <p>Adhering to the policies of the company while processing the reimbursements for the employees.</p> <p>Collecting the supporting documents before passing the entries into system.</p> <p>Preparing the employee reimbursement statement on a timely manner.</p> <p>Assisting in monthly closing activities.</p> <p>Taking care of all Expenses Billable to customer related accounting. Handling Travelling Abroad & Domestic Advances & Settlements.</p> <p>Validation for Payroll activities (Interim FFS, Monthly Payroll Cycle, 2nd Run Payroll cycle) Validating the new joiner's details, attendance details of all employees - Loss of pays /LOPS Reversal/Regularization/Leaves.</p> <p>Validating One Time Payment and One-time deduction.</p> <p>Validating the MIS date with employee data collection form, offer letter etc.</p> <p>Validating the full and final settlement for the resigned employees in line with the company policies.</p> <p>Validating the payroll freeze data for any changes in master. (Like salary revision, employee related details, incentives, deduction, etc.)</p> <p>Preparing the supporting documents for freeze data (approval mails, offer letter etc.) Preparing reconciliation statement for Input register v/s Output register, Head count, etc. Validating the final bank advice and send it to FSCP team for disburses the payroll.</p> <p>Assisting in Internal audit and Statutory audit.</p> <p>Reconciliation of GSTR2A, GSTR2B with books in Excel as well as software with 100% Accuracy Hold payment of Vendors If GST Not Paid Not In Showing in GSTR2A or 2B</p>
Suruchi Spices Pvt Ltd Account Executive April-2013 to Jan-2016	Nagpur	Branch Reconciliation Principal Reconciliation Debit note Preparation Review accounts payable and accounts receivable Accounts & Bank Reconciliation Purchase Order Preparations Preparing Monthly Inventory Reports Voucher Verification Preparing Vendor Payments by Document Verification Looking after the day- to-day accounting activities. Monthly VAT/Entry Tax Returns with Tax Computation

PROFESSIONAL EXPERIENCE

Accounts Payables:

- Raising and amending POs, processing GR as per the requests received
- Indexing and processing PO & NON-PO invoices (includes supply, services and utility invoices)
- Handling Vendor Management Document Tracker updating & reconciliation.
- Analyzing the vendor invoices for applicable statutory requirement like TDS, GST.
- Vendor helpdesk (calls and emails)
- Ensuring that invoice accounting is seamlessly managed and meets the agreed SLA with client
- Vendor Account/Statement Reconciliation
- Verifying the on-board new vendor details with supporting documents through to Vendor information tracker
- TDS calculation and paid the before due date
- Every quarter E-TDS return filling
- Verifying the supporting document for vendor bills & prepare the reconciliation statement
- Bank Reconciliation for Multiple Currency EURO, GBP, USD, INR.
- Accounting for Credit card transactions/Petty Cash & Payment.
- Intercompany Process/Intercompany reconciliation
- Creation of GL/Recording of Transactions with proper cost center –Journal Entry
- Branch Reconciliation, Principal Reconciliation, Debit note Preparation
- Review accounts payable and accounts receivable
- Accounts & Bank Reconciliation
- Purchase Order Preparations
- Preparing Monthly Inventory Reports,
- Preparing Vendor Payments by Document Verification
- Looking after the day- to-day accounting activities.
- Monthly VAT/Entry Tax Returns with Tax Computation
- Weekly meeting with department and vendors on pending invoice issues

Employee Reimbursement:

- Verifying the Internet, telephone bills and Accounting.
- Preparing the employee reimbursement statement on a timely manner
- Validating the new joiner's details, attendance details of all employees - Loss of pays /LOPS Reversal/Regularization/Leaves.
- Handling Travelling Expenses Abroad & Domestic Advances Settlements
- Adhering to the policies of the company while processing the reimbursements for the employees
- Collecting the supporting documents before passing the entries into system
- Taking care of all Expenses Billable to customer related accounting
- Validation for Payroll activities (Interim FFS, Monthly Payroll Cycle, 2nd Run Payroll cycle)
- Validating the new joiner's details, attendance details of all employees - Loss of pays /LOPS Reversal/Regularization/Leaves.
- Validating One Time Payment and One-time deduction.
- Validating the MIS date with employee data collection form, offer letter etc.
- Validating the final bank advice and send it to FSCP team for disburses the payroll.
- Assisting in Internal audit and Statutory audit.

Reporting (Accruals (CAPEX & OPEX), Variance analysis):

- Providing monthly accruals as per deadlines and ensuring it is accurate. Connecting with stake holders before finalizing accrual numbers and obtaining comments
- During Audit time prepare the Expenses Report
- Preparation of vendor Ageing report
- TDS rationalization
- Open PO report – working on monthly OPO aging report and following up with Ops team/vendor for invoices

PERSONAL, ACADEMIC DETAILS & IT SKILLS

Bachelor of Business Administration (BBA) 2017 from RTMNU University.

Accounting applications: Advance excel, Power BI, Power Query, SAP, Oracle Fusion, Tally ver. 9 & Payroll Software.

Languages Known: Hindi, English and Marathi

Hobbies:

