



Jayesh Sonar

Senior Account Executive

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Date / Place of birth

02/06/1991, Chopda

Nationality

Indian

Profile

With over 10 years of dynamic expertise in Account & Taxation, I bring hands-on proficiency in Tally ERP and a robust understanding of Direct & Indirect taxes (GST, Income Tax, TDS, TCS, PT) regulations.

My track record includes adept management of bank reconciliations, collections, and ESIC, PF, PT compliance. I excel in streamlining invoicing, Budgeting & MIS billing, and payment processes, ensuring meticulous accuracy and efficiency. Let's leverage my achievements and skills to optimize your financial operations seamlessly!

Employment History

Trainee Accounts, Mahindra Tsubaki Conveyor Systems Private Limited, Pune

November 2013 — March 2016

- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Analyzed and reconciled various accounts, including accounts receivable, accounts payable and payroll

Account Assistant, Govind Pujari Tax consultant, Pune

April 2016 — March 2018

- Prepared and filed VAT returns, conducted VAT audits, and managed C-Form applications.
- Handled Professional Tax (PT) computations and timely filings.
- Computed service tax, filed returns, managed CENVAT credit, and processed service tax refunds.
- Expert in input VAT credit computation, return filing, and reconciliation.
- Ensured accurate financial record-keeping by applying comprehensive accounting principles.
- Calculated TDS, prepared returns, and ensured compliance with tax regulations.

- Proficient in GST processes, including return preparation (GSTR-1, GSTR-3B), calculations, and GSTR-2A reconciliation.
- Facilitated smooth registration for various statutory and regulatory requirements.

Sr. Executive Accounts & Finance, Nirjay Impex Private Limited, Pune

April 2018 — February 2022

- Expert in GST operations, including filing returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C), reconciliation (GSTR-2A), and managing refunds.
- Managed TDS and TCS computations, challan payments, and filings for salary and non-salary transactions.
- Proficient in Professional Tax (PT) calculations, payments, and timely return submissions.
- Skilled in comprehensive accounting, balance sheet finalization, and adherence to accounting principles.
- Performed detailed bank reconciliations and verified debit/credit notes and invoices.
- Monitored Bank Reconciliation Statements for accurate tracking of receipts and payments.
- Prepared outstanding reports for debtors and creditors, ensuring efficient financial management.
- Oversaw daily accounting operations, including transaction verification and bookkeeping.
- Managed import/export invoice bookings, payment processing, and costing calculations.
- Conducted vendor and customer reconciliations, ensuring compliance with financial regulations.
- Executed monthly reconciliations for goods received, invoices, accounts payable/receivable, and cash flow.
- Supported financial audits by preparing final accounts and compiling audit-ready reports.
- Compiled accurate balance sheets and company accounts for management review.
- Successfully handled end-to-end payroll processing, including salary calculations, statutory deductions, and timely disbursements.

Sr. Executive Accounts & Finance, Gomo Digital Business Solutions Pvt Ltd, Pune

February 2022

- Managed end-to-end accounting processes, including AP, AR, general ledger, and month-end closings.
- Ensured accurate GST registration, filings (GSTR-1, GSTR-3B), payments, and refunds.
- Reconciled GST input tax credit and resolved discrepancies effectively.
- Administered TDS compliance, including deductions, deposits, and return filings (Form 24Q, 26Q).
- Coordinated with tax authorities, managing assessments, audits, and tax planning.
- Oversaw payroll processing, ensuring accurate salary computations, statutory deductions (PF, ESI), and timely disbursement.

- Issued salary slips, Form 16, and managed compliance with labor laws and professional tax regulations.
- Conducted monthly budgeting and prepared MIS reports for management decision-making.
- Performed bank reconciliations to ensure accurate financial records.
- Managed vendor and customer reconciliations, promptly resolving discrepancies to maintain financial integrity.

Education

SSC, Maharashtra Board, Chopda

March 2007

64.92%

HSC, Maharashtra Board, Chopda

February 2009

50.17%

B.com, Mumbai University, Mumbai

March 2012

58.17%

M.com, Savitribai Phule Pune University, Pune

March 2016

60.88%

Extra-curricular activities

Software Used & Technical Skills

I have successfully completed the Advanced ITT (Information Technology) ,Oriantation Programe & GMCS Course of ICAI and acquired proficiency in several key software tools:

- MS Office suite including Excel, Word, and PowerPoint for comprehensive documentation and data analysis.
- Tally.ERP 9 for efficient accounting and financial management.
- Taxbase software developed by Sinewave Computer Services Pvt. Ltd., enhancing proficiency in tax computation and compliance.
- Winman for streamlined tax return filing and compliance management.

These skills enable me to effectively contribute to complex accounting and IT challenges with precision and expertise.