**CURRICULUM VITAE**

**Sonia Malik**

Finance & Accounts Manager

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**Professional Snapshots**

* A result oriented professional having a rich experience of 12 years in the fields of Finance and Accounts.
* Expertise in Audit, Balance sheet, cash flow statement, Accounts & Finance, MIS, , Auditing, Budgeting, Financial Planning, Bank Liasoning, Accounts Receivables, Accounts Payables, Team Management, Month end closing activities & GST/TDS Returns etc.
* Expertise in formulating and implementing the Finance & Accounting & HR Policies/ Procedures and Statutory enactments with the ability to relate theory with practice.
* Proficient in working with Accounting Tools like – SAP-B1,Lucanet,JD Edward (ERP), Tally, Busy Win.
* Proficient in working with Software Tools like – MS Office (MS Excel, MS Word, MS Outlook etc) and others Internet Applications related to account/banking etc.

**Work Experience – 12 Years**

**CURRENT EMPLOYER: Gedore India PVT. LTD.**

**Designation:** Finance & Accounts Manager from Aug 2017 to 31/03/2023.

**Company Profile:** Gedore is based in Remscheid, Germany has been manufacturing high-quality tools, special tools and tailor-made solutions for versatile, safe and professional use by industry and trade since 1919. The company is engaged in supply of hand tools product lines such as Pliers, torque wrenches, Allen keys, spanners etc.

**Job Responsibilities:** Responsible for All Accounts, Finance, customer & vendor aging, month end provision, MRM report deviation (Budget Vs actual), cash forecast report, intercompany transaction (AP/AR), HR and other work as per requirements directly to General Manager and to head office, Remscheid Germany.

* **Work Experience:**
  + **Working on SAP B1**.
* Responsible for timely reporting of monthly financial analysis and management (MIS) reports.
* Ensure timely closure of monthly closing activities and update Lucanet financial reporting tool.
* Overseeing Accounts Payable, Accounts Receivable, Tax, Treasury, Payroll, Financial.
* Coordinating with supplier and customer related to taxation and GST issues.
* Analysis of financial information and cash flow based on financial reports.
* Responsible for billings between group companies and monthly reconciliation of inter-company balances.
* Review and prepare supporting documentation and account analyses for internal and external audits; manages audit relationships and acts as principle point of contact with respect to areas assigned while ensuring efficiency and timeliness.
* Liaise with auditors, bankers, government bodies and company secretary for all matters relating to audit, tax, and statutory requirements comply.
* Track the company’s financial status and performance to identify areas for potential improvement.
* Prepare, monitor, and control the budget analysis and forecasting as well as comparison to ensure a realistic budget to advise on Monthly/Quarterly/Annual.
* Analyze the credit terms to be assigned to the new clients and new credit rating/terms for the existing clients
* Processing of payments to vendors/Import payments and acting as an Authorised signatory in bank.
* Able to meet the reporting deadlines and requirements by management.
* Maintain financial policies & keeping financial information confidential
* Handling CHA & Duty Drawback and refunds process
* Maintaining all Banking activities with Global Finance Team & support treasury team in Germany
* Monitoring receivable and payables reconciliation (AP/AR)
* Publishing various dashboards for Management including but not limited to (ageing report, old provisioning, revenue growth, cash flows, etc.)
* Streamlined the collection, verification, processing and approval of monthly timesheets and expenses claims from employees, approving reimbursement.
* Handle monthly payroll (payroll, leave management, GMC & GPA (Insurance) and office administrative tasks.
* Maintaining on boarding process & Carrying out necessary training
* Developing clear policies and ensuring policy awareness
* Maintaining employee and workplace privacy
* Leading a team of Accounts executives.

* **TDS / INCOME TAX & EPF:**
  + Monthly TDS Calculation & maintaining records thereof.
  + Income Tax Calculation on Salary & EPF assistance and EPF payment through portal

**PREVIOUS EMPLOYER :Bucher Hydraulics PVT. LTD.**

**Designation:** Asstt Account Manager from Feb.15 to Aug. 2017.

**Company Profile:** Bucher Hydraulics Pvt Ltd is a German company manufacturer& leading provider of innovative hydraulic drive and control technologies for mobile and industrial hydraulic applications to major Companies like Eicher, JCB, Sonalika, ACE etc.

**PREVIOUS EMPLOYER :Century Auto PVT. LTD.**

**Designation:** Sr. Executive Accounts from Feb. 2011 Feb. 2015.

**Academic Qualification**

* **10+2** with **Commerce** from NLPS School Panipat affiliated to C.B.S.E. Board.
* **B-Com (Vocational)** from S.D. College, Panipat affiliated to Kurukshetra University.
* **PGDFM/MBA** in Finance from IIMT Noida

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| **Achievements** |

* Core member of new product Launch Gedore Red
* Visited Germany for Global Meeting twice in year 2018 & 2019

**Personal Details**

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| Husband’s Name | **:** | Mr.Rakesh Kumar Panwar |
| Current Address | **:** | Gurgaon Haryana |
| Language Known | **:** | English, Hindi |
| Marital Status | **:** | Married |
| Hobbies | **:** | Reading Books & Listening to Music. |
| **Declaration** |  |  |

* I hereby declare that all the information mentioned above is correct up to my knowledge and contains no wrong information.

Place \_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_

***(Sonia Malik)***