

HARSH GOPALBHAI SONI

modi santh moti pole

nadiad Email:

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Career Objective :

- To establish myself in a reputed organization and work on challenging tasks, thereby contributing to the company's growth and enhancing personal skills through comprehensive teamwork and continuous learning.

Personal Skills

- I am a hard-working professional accountant with Tally knowledge experience of account procedures policies. and data export import documentation
- I am energetic,dedicated team player and love to do work with up most accuracy, professionalism and try my best to never miss deadlines. I would like to be in position where I can apply my skills and expertise across various domains in accounting.

Experiences

➤ **Shree Textile Pvt Ltd .Ahmedabad**

Designation :Account Executive

Duration : Present Working This Company

Responsibilities:

- Complete account data entry Including TDS & GST
- Maintain up-to-date billing system and customer files.
- Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
- Organize recovery system and initiate collection efforts.
- General Banking Work
- Investigate and resolve customer queries.
- Protects organization's value by keeping information confidential.
- Preparing necessary Journal voucher Notes, Debit notes & Credit notes.
- MIS REPORTING
- I READY GSTR 1. GSTR 2. GSTR 3B DATA
- **Ladger reconciliation**
- **Bank reconciliation**

Np Associates Pvt Ltd
Np Associates is a Us Based Cpa Firm
company Duration : 08 Month

- **Designation : Account Executive**
- **Responsibility**
- **Complete Account Data Entry**
- **Payroll Processing**
- **941 Submitted**
- **Sales Tax Filled**
- **Frenchisee Tax Failed**
- **Business Tax Return Learn**
- **Bank &Credit Card Entry**
- **Revenue Match**

➤ **Welldone Impex Pvt Ltd Nadiad.**

Designation :Account Executive

Duration :1 Year And 7 Month

Responsibilities:

- Complete account data entry Including TDS & GST
- Maintain up-to-date billing system and customer files.
- Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
- Organize recovery system and initiate collection efforts.
- General Banking Work
- Investigate and resolve customer queries.
- Protects organization's value by keeping information confidential.
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- **Bank reconciliation**

(II) RAYMOND (SALER AGENT) AHMEDABAD

Raymond saler agent is a company connected with raymond and all our gujarat selling agent

Designation : Account Assistant

Duration :3 year and 7 month

Responsibilities:

- Complete account data entry Including TDS & GST
- Maintain up-to-date billing system and customer files.
- Monitor customer account details and identify and investigate non-payments, delayed payments and other irregularities.
- Organize recovery system and initiate collection efforts.
- General Banking Work
- Investigate and resolve customer queries.
- Protects organization's value by keeping information confidential.
- Preparing necessary Journal voucher Notes, Debit notes & Credit notes.
- MIS REPORTING
- I READY GSTR 1. GSTR 2. GSTR 3B DATA
- **Ladger reconciliation**
- Bank reconciliation
-

(III) H D INFO PVT LTD ,Anand

**H D INFO is a I t based bpo
kapokcompany**

Designation : Account Assistant

Duration : 03Months

- Ladger Reconciliation
 - Bank Reconciliation
 - General Banking Work
 - Preparing necessary Journal voucher Notes, Debit notes & Credit notes.
- Mis reporting

(IV) L & A TRAVELS & TOURS Vadodara

L & A TRAVELLS & TOURS is a company travelling based company provide a cab and car facility for multiple company

**Designation : Account
Assistant**

Duration : 10Months

Responsibilities:

- Ladger Reconsilation
- Bank Reconsilation
- General Banking Work
- Preparing necessary Journal voucher Notes, Debit notes & Credit notes.
- Mis reporting

Academic Qualification :

<u>Exam Nae</u>	<u>Board/ Universit y</u>	<u>Stream</u>	<u>Yea r</u> APRIL – 2017	<u>Percentag e</u> 40%
M.COM	Gujarat University	Commerc e		
B.Com	Gujarat Universit y	Commerc e	OCT – 2013	42%
H.S.C.	Gujarat S.EBoard	Commerc e	March – 2010	39%

Computer Awareness :

- MICROSOFT OFFICE 2007/2010
- Tally Erp.9
- ADVANCE EXCEL

Hobbies :

- Listening Music, Travelling, Playing Cricket

Personal Details :

- **Date of Birth** : 29th JULY, 1992
- **Languages Know** : English, Hindi and Gujarat
- **Nationality** : Indian

Declaration :

I hereby declare that above mentioned details are true & correct to the best of my knowledge & beliefs.

