

HENISHA JAGDISHBHAI SONI



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10/01/1993



First Floor 101, Yatra avenue, gendi-gate Road, Vadodara Gujarat 390001

➤ Career Objective

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a versatile portfolio of skills at work place and serve the organization with positive attitude and efficiency.

➤ Educational Qualifications

<u>Degree / Exam</u>	<u>University / Board</u>	<u>College / School</u>	<u>Year</u>	<u>Scores</u>
M.com in account and finance	Maharaja Sayajirao University of Baroda	Deep Ashwinbhai Patel Centre for Post-Graduate Studies.	April 2015	58%
B.com	Maharaja Sayajirao University of Baroda	Faculty of Commerce (Main Building)	April 2013	64%
HSC (XII)	GSEB	Urmi school Baroda	March 2010	Distinction
SSC (X)	GSEB	Urmi school Baroda	March 2008	Distinction

➤ Core qualifications.

- Having a working experience on MS-Excel and MS-Word.
- Having a knowledge of Tally.erp9 an accounting program and hold certificate for the same with A+.
- Having a working experience of Tally prime.
- having a working experience in E invoice system
- Obtained a training of Sage line 50, Xero and Quick Book bookkeeping software and Sage compliance taxation related software.
- Also obtained training of Sage accounting production an accounting software.

➤ **Working Experience**

Doshi Accountants(s) Private limited

- ❖ Account assistant
- ❖ Nov 2022 To April 2023
- ❖ Company profile: Engaged in outsourcing of accounting, bookkeeping payroll and tax- return services to UK Accountants and other Small Businesses.

❖ **Job Responsibilities:**

- Processed various data provided by clients and prepare self-assessment tax returns for UK clients.
- Processed various data Provided by clients and prepare working in excel sheet for finalization of accounts for UK clients.

Zen marketing limited

- ❖ Account assistant
- ❖ Aug 2019 to June 2022
- ❖ Company profile: Engaged in trading of chemical products and, an authorised dealer of M/S Gujarat- alkalies and chemicals limited.

❖ **Job Responsibilities: -**

- Processed various accounting documents on Tally Prime such as E invoices, sales orders and purchase orders and other journal vouchers of expenses.
- Also prepared E invoices for company's sister concern M/S Heetu Chemicals and alkalies limited on Cloud based tally software.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Prepared MIS reports like Lifting margin analysis report to find Profitability Product wise and Party wise and Monthly Income Statement report to find company's overall profit and Growth monthly. and various other reports as required by the management.
- Generated financial statements documenting revenue, expenses and liabilities.
- Prepared Various data for GST and TDS Monthly, and communicated with clients for GST credits whenever required.

- Involved in company's account finalization process and helped the seniors and company's CA by preparing GST and TDS reconciliation, obtained balance confirmation from various major parties of Debtors and Creditors and any other possible matters to finalized the accounts.
- Communicated with Different Suppliers and Customers to Obtain Detailed information such as Previous year turnover and Previous returns filed by company for smooth implementation of TDS & TCS Provisions.

Sachinandan mineral company

- ❖ Accountant
- ❖ Mar 2016 to Mar 2019
- ❖ Company profile: - Company dealing in chemicals and mix solvents and also engaged in retail business.
- ❖ **Job Responsibilities: -**
 - Used Tally erp9 an accounting software to perform bookkeeping and invoicing.
 - also Prepared Job work related invoices.
 - Reconciled credit card statements to address financial expenditures.
 - Reconciled monthly bank statements and resolved discrepancies by communicating with Bank if required.
 - Initiated Online Bank system and administrated all online banking functions and prepared all documents required by bank on a regular interval for company's CC Update, monthly stock statements and any other compliances.
 - regular payment to all suppliers based on their due date and follow up from customer and maintained daily cashflow statement to assist the management to maintain the liquidity of the business.

Place: Vadodara
Henisha J. Soni