

# SONALI JHA

Quick learner, teamwork, time management, self-management.

Vrindavan Gardens,  
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## Career Objective

To seek a challenging position in a progressive and growing organization where I may get to utilize my skills and abilities with an opportunity of growth, advancement and enhancement of my knowledge.

## Education

Degree/Grade	Institution	Score	Year of passing
T.Y.B.M.S (Spec.: Finance)	Vidyavardhini's A.V College of Arts, K.M. College of Commerce & E.S.A. College of Science.	CGPA - 8.42 SGPA – 8.50	November 2020
HSC	Sheth Vidya Mandir English High School and Junior College	80.77%	February 2017
SSC	Sheth Vidya Mandir English High School and Junior College	83.00%	March 2015

## Certificates

- Business accounting, TDS, GST, Tally ERP 9, Direct tax & Indirect tax, MS-CIT.
- Volunteered 'Vartakite 2018'
- Volunteered 'Women Empowerment' seminar.

## Experience

### **Mahavir Electricals, Vasai** – Office Admin cum Jr. Accountant

January 2022 – March 2022

- Recording orders from national and international clients.
- Feeding the orders in Tally ERP 9.
- Maintaining stock physically as well as in Excel.
- Preparing word documents for meetings.
- Check financial documents and journal entries for accuracy.

### **Bhoomi Group, Andheri** – Office Admin cum Jr. Accountant

September 2019 – March 2020

- Keep stock of office supplies and place orders when necessary.
- Bank Reconciliation in Tally ERP 9.
- Posting journal entries and file documents.
- Check financial documents and journal entries for accuracy.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Submit timely reports and prepare presentations/proposals as assigned.

### **Thar & Co., Andheri** – Office Assistant

January 2019 – July 2019 (College Internship)

- Manage office supplies stock and place orders.
- Handling phone calls and correspondence (e-mail, letters, packages etc.)
- Maintaining petty cash.

**P&P Nails Academy, Vasai – Jr. Accountant**

September 2017 – September 2018

- Assist seniors with PPT Presentation preparation.
- Bank Reconciliation.
- Posting journal entries and file documents.
- Check financial documents and journal entries for accuracy.
- Solving queries of clients assigned to me.
- Rate negotiation with the suppliers.
- Work under the supervision of a Senior Accountant.

**Skills and abilities**

- Communication
- Adaptability
- Empathetic
- Work Ethic

**Languages**

- English
- Hindi
- Maithili (Mother Tongue)

**Interest and Hobbies**

- Cooking
- Driving
- Exercising and healthcare.
- Solving puzzles

**Acknowledgement**

I do hereby declare that all the statement made in this resume are correct to the best of my knowledge and belief.

Signature

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**Sonali Anil Jha**