

JITENDRA SONI
Accountant with India 8 Years of Experience

D.O.B.: 16-Nov-1977
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PROFILE

JITENDRA SONI is an accomplished accountant with 6+ years of experience as a accountant. He has proven success in organizing tasks, smoothing accounting work from limited time period and resources is searching for a Oil & Gas , Real Estate, Construction or hospitality industry where my experience and skills would be put in use.

OBJECTIVE

Applying 6 years of Indian Accountant experience combined with proven expertise in managing a high-end trading and distributors company..

EDUCATION

SIKKIM MANIPAL UNIVERSITY , Raipur, Chhatisgar, India
MBA – FINANCE – JUNE 2010

LANGUAGES

English – Excellent reading, writing and speaking
Hindi – Excellent reading, writing and speaking
Gujarati - Excellent reading and speaking

SPECIALIZED SKILLS

- Excellent interpersonal and communication skills
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Expert knowledge of generating Sales Invoice and online work process.
- Skilled in book keeping and BRS and financial records
- Thorough insights in stock inventory maintaining branch wise.
- Proficient in timely making payment to suppliers by RTGS or writing cheques.
- GST knowledge and tax related matter.

PROFESSIONAL EXPERIENCE

A.H COMMERCIAL, Raipur (C.G.)

Agst 2007- Dec. 2010

Asst.Accountant

- Individually handing of books of accounts up to income & expenditure statement balance sheet in coordination with external and statutory audits.
 - Provide MIS Report.
 - Handling petty cash.
 - Payroll preparation on monthly basis.
 - Proof read of financial reports created by finance manager.
 - Support and assist tax consultant.
 - Verification of a variety of financial records.
 - Maintenance of TDS registers and issue certificate to parties
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TRAININGS & PROGRAM

SAP FI/CO from Reliance Global Services

9 Months.

- **General Ledger:**
Creation of Company and Company Code.
Creation of Chart of accounts.
GI posting(post with clearing, open item and account clearing and reversal of document)
 - **Account Payable**
Creation of Vendor master data and accounting view.
Configuration of settings for down payment and special GL transaction.
Creation of house banks and settings for reconciliation of bank accounts.
 - **Account Receivable**
Creation of master data and accounting view.
Down payment and special GL transaction.
Configuration of setting for incoming payment, dunning procedure.
 - **Asset Account**
Creation of Asset classes, asset masters-Main and Sub.
Line settlement of Asset under Construction, setting for depreciation run.
 - **Controlling**
Cost Element Accounting
Cost Center Accounting.
Internal Order.
Profit Center Accounting.
Product Costing.
 - **Integration**
Integration of FI-MM and FI-SD modules.
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Tulsiram Hanumanbagas Gilada

Oct 2011 to Sept 2017

(Importer & Distributor of Rubber Chemicals, Hyderabad)

DESIGNATION : Accountant

JOB PROFILE :

- Prepare and maintain the books of accounts.
- Preparation and timely submission of statutory returns online.
- Preparation of reconciliation of Bank accounts, suppliers accounts, customers accounts etc.
- Maintain the stock items of all branches (Hyderabad, Chennai, Bangalore & Cochin).
- Ensure timely payment of all dues to suppliers and other service providers.
- Ensure the preparation and payment of staff salary before end of the month.
- Preparations and presentation of books of accounts to statutory auditors and ensure the timely completion of audit.

TESORO TRADELINKS [Nov 2017 to Present]

(Top Importer & Distributor of Art Paper in South India region)

- Prepare and maintain the books of accounts in Tally.
- Maintain the Stock items of all branches (Hyderabad, Kanpur)
- Raising Import Purchase Invoices & High Seas & Sales Invoices.
- BRS and Reconciliation of Debtors & Creditors Accounts.
- Maintain timely Petty Cash & all Journal exp entry.
- Ensure the preparation and payment of staff salary.
- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines .
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Prepare and submit weekly/monthly Sales reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Good knowledge in TDS, GST .

OTHER INTERESTS

Music Instruments, Indoor games, Cricket Playing, watching YouTube Innovative videos, Gadgets freak.

THANKS

JITENDRA SONI