

RESUME

HIMANSHU SONDHI

Contract (M) +91-9650621761.

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Profile Summary

Having more than 5.11 years experience in Accounts and Bookkeeping. Currently working in SRC LOGISTICS as "Account Manager"

Experience

Account Manager at SRC Logistics (Logistics Firm) (APR'19 to Till date)

Responsibilities

- BOOK KEEPING
- Party Handling, Ledger Maintain, Tender Apply
- TDS Collection/Deduction Reporting
- Profit Analyzing
- Preparing Cost Analysis
- Collection/Payments Follow-up.

Account Manager at Shilex Chemicals Pvt Ltd on behalf of ARAJ & ASSOCIATES (CA Firm) (JULY'18 to MARCH'19)

Responsibilities

- INCOME TAX RETURN SGST RETURN FILLING
- Individuals, firms and companies
- GST Computation & GST-3B
- ACCOUNT WRITING WORK

Individuals, E-Commerce data Analyzing and Auditing

- Finance – Collating & profitability, Analyzing P&L, Balance Sheet, preparing costing analysis, yearly budgeting.
- Sales Management, order processing, stock overview.

Account Manager-Finance at SUM DRISHTI EDUCATIONAL (JAN'17 to Jun 2018)

Responsibilities:

- Account Writing, Books keeping, Sales Tax Return, Income Tax Returns, etc.
- Finance-Preparing and issuing GST Invoices to the vendors, assisting Finance Manager for the MOM Project.
- Also working with the MIS data analysis, as per the requirement.
- Finance – Collating & profitability, Analyzing P&L, Balance sheet, Preparing costing analysis, Projecting
- Budgeting

Passing of Voucher, Data feeding & portal entry on the side



Assistant Accountant at PANKAJ CHAURASIA & CO.
(01 Feb 2015 to 31st Dec 2017)

Responsibilities

- **INCOME TAX RETURNS.** **ROC WORKS**
Individuals, firms and companies Pvt. Ltd. Companies.
- **ACCOUNT WRITTING WORK** **SERVICE TAX RETURNS**
Individuals, firms and companies Individuals, firms and companies
- **SALES TAX RETURNS.**
Individuals, Firm, and Companies

Individuals, Firm, and Companies

- Making of liability and processing of payment..
- Collection and preparation of data for finalization of VAT/CST/WCT payment from all Clients and deposit the tax liability on or before due date.
- Actively involved in monthly, quarterly and yearly finance closing.
- Maintaining Bank reconciliation statement on monthly bases.
- Verification of bills & reconciliation of total turnover.

IT Skills

- Working experience of BUSY, Tally ERP 9 versions.
- Good in using ms-office (ms-word, ms-excel, ms-PowerPoint etc.)

Education

Name of Examination	Board / Institution	Year of Passing
MBA (PGDM) NMIMS	NMIMS, Mumbai University	Persuing 4th Semester
B.Com(Program)	SOL, Delhi University	2014
XII	C.B.S.E.	2011
X	C.B.S.E.	2009

Personal Details

Father's Name : Sh. NandKishor Sondhi
Address : JG-3/99A, Vikas Puri, New Delhi-110018
Date of birth : 7th-Feb-1993
Marital Status : Unmarried
Languages Known : Hindi and English

Declaration

I hereby declare that the information's furnished above are correct to the best of my knowledge and belief.

Place: New Delhi
Dated: - 01th Jan 2021

Himanshu Sondhi.