

SONU CHAUHAN

COMMUNICATION ADDRESS

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Near Garg Medical Store, Faridabad - 121005
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PROFILE SUMMARY:-

- ❖ Detail-oriented, efficient and organized professional with extensive experience in **accounting** systems.
- ❖ Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- ❖ Excellent written and verbal communication skills. Highly trustworthy discreet and ethical.
- ❖ **A keen analyst** with a distinction of reviewing, investigating and correcting errors and inconsistency in financial entries and documents that leads to transparency in reporting to internal and external basis.
- ❖ Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations.
- ❖ Hands on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements.
- ❖ **Skilled in handling audit assignments** ; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully Completing audits within agreed timeframes.

PROFESSIONAL QUALIFICATION: -

- ❖ Three-year's Diploma in **Office Management & Computer Application** from Govt. Polytechnic, Uttawar (June 2005- May 2008)
- ❖ **B.com (Bachelor of Commerce)** from **M.D. University**, Rohtak. (June 2008 - May 2011).
- ❖ **MBA (Master of Business Administration)** from **M.D University**, Rohtak. (June 2011 - May 2013)

TECHNICAL QUALIFICATION: -

- ❖ One- year Diploma in **Basic Computer** from HKN INSTITUTE, Palwal
- ❖ One- year Diploma in **Computer Hardware & Networking** from A.T.P.L INSTITUTE, Palwal
- ❖ One – year Diploma in **Computer Operator Course** from HARTON ORGINAZATION.

CARRIER EXPERIENCE: -

Brief profile of the companies associated: -

❖ NCML (National Collateral Management Services Ltd.), Gurgaon (Dec. 2015 - Present) as an Assistant Manager

Job Responsibilities

- Perform account receivable and new customer account set-up.
- Handle Bank reconciliation and perform bank statement of accounts
- Enter customer payment into system on a daily basis
- Process cash payable / cash receipt money received and prepare deposit
- Summarized receivable on a weekly and monthly basis
- Assist Financial Managers in areas of budgeting and increasing profits
- Effectively handled accounts payable and accounts receivable activities
- Planned and managed bank accounts, reconciled all bank accounts along with all basic accounting functions
- Performs data entry of billing information, including editing and verifying accuracy of created invoices
- Create invoice and generate a sales receipt.
- Find out invoice report to find past due date for the customer
- Process credit card payments and daily bank deposits
- Perform account receivables collections (call past due customers for payment, resolve customer problem with the sales department)
- Create invoice and making report monthly on the basis of sales
- Oversee daily cash flow/journal entries, perform bank reconciliation
- Prepare vouchers, invoices, account statements, reports and other records.
- Responsible for preparing yearly and monthly end account
- Responsible for tracking the income and expenditure of the organization
- Planned and managed bank accounts, reconciled all bank accounts along with all basic Accounting functions.
- Performs TDS tax calculations, service tax and files tax returns
- Ensure completion and review of all Balance Sheet reconciliations.
- Perform the task of posting checks, tracking general ledger accounts and posting Journal entries.
- Prepare monthly financial close for both retail and Ecommerce in sales, preparing fiscal year budgets and case forecasting.
- Physical inventory and cycle count coordinating, analyzing & reporting store count result to Management.
- Prepare a monthly financial close & reconciling account receivable sales, store deposit, bad debt etc.
- Audit with account receivable in coordination with auditors and third party loss prevention groups.

❖ DZ Card India Pvt. Ltd Gurgaon (Nov. 2013- Dec 2015) as a Sr. Finance Account Executive.

Job Responsibilities

- Knowledge of software Tally ERP (7.2 & 9.0) and Microsoft Office (2007,2013 & XP)
- Knowledge about the software of SAP and Navision.
- Responsible for monitoring stock levels and performing inventory reconciliations.
- Provide supervision of the annual internal and external audits.
- Responsible reviewing weekly accounts payable run and their authorization.
- Prepared and submitted monthly management accounts in a timely manner.
- Review revenue and expense account analysis and bank reconciliation and oversee fixed asset management.
- Approves all journal entries and accruals prepared by general ledger accountants and manage the month end closing.
- Verified detail of transactions, including fund received and total account balance.
- Coded the general ledger and processed vendor invoice payments.
- Work with internal and external customer to research and resolve complex question, concern and issue regarding past due accounts.
- Preparing TDS tax calculation, service tax and calculate tax return file.
- Open and assigned new clients account.
- Coordinated approval process of all account payable invoices.
- Prepared and posted journal entries.
- Prepared and review monthly reconciliations.
- Manage vendor accounts and reconcile assets account and review all material, depreciation expenses and purchase of new assets.
- Responsible for booking reconcile the inventory, supplies, payroll and cash reconciliation.
- Responsible for all projects account payable process.

❖ **Skoch consultancy Services Pvt. Ltd (Aug. 2011 – Nov.2013) as an Account & Admin Executive.**

Job Responsibilities

- Processed daily cash receipts, matched client check to appropriate invoice
- Worked with the software of SAP and tally
- Create invoice for internal use only, processed credit and debit notes
- Prepared documents for accounts receivable & account receivable.
- Answer incoming call from homeowners who are inquiring about their accounts regarding Their assessment, late fees, detail on their balance, fines, legal charges, and if we received Their payments.
- Entering legal charges on homeowners accounts when law offices send me invoices to Charge the homeowner legal fees do to the homeowner being in collection.
- Filing accounts that are in legal and removing files that are out of legal after we receive Payment in full.
- E-mailing attorneys breakdown ledgers on homeowners' accounts that are in collections
- Excellent understanding of accounting methods and principles
- Resolve account Payable and receivable issue with customer.
- Responsible for preparing weekly and monthly end account report.

- Maintained full accounting records for a multiple range of clients in services, wholesale and retail industries.
- Perform the task of posting checks, tracking general ledgers account and posting Journal entries.
- Established relationship with clients personal at different level.
- Resolve vendor request on any discrepancy matters.
- Using case management software to perform daily reconciliation of account receivable.
- Cost analysis of bank, merchant fees and coordinating bid process.
- Working with accounts payable to maintain and reconcile vendor invoices, sales trends

AREA OF EXPERTISE: -

- Account Acquisition & Management
- Financial Accounting
- Consultative B2B & B2C Sales
- General Ledger Accounting
- AP/AR & Payroll Management
- Daily MIS Report & Financial Reporting
- Account Payable & Receivable
- Budget Forecasting expertise

JOB DESIGNATION: -

❖ **Assistant Manager**

PERSONNEL DETAILS: -

Father's Name	:	SH. BALI RAM
Date of Birth	:	12-11-1987
Material Status	:	Married
Nationality	:	Indian
Interest	:	Business, Newspaper
Language	:	Hindi, English
Salary Expected	:	Negotiable

Date:

Place: (Sonu Chauhan)