

# Amit Soni



A versatile senior finance executive having more than 6 years of post-qualification experience in diverse organizations. viz. E-commerce, medical equipment manufacturing, business process outsourcing and forex. Thorough experience of Finalization of accounts, Budget, Audit Coordination, monthly & quarterly reporting, Inventory control, liasioning with banks & Stake holders, monitoring of Account payable & Account receivable, financial analysis, GST/VAT etc.

## AREAS OF EXPERTISE

- Cost analysis & Financial planning.
- Auditing, Accounts management & Forecasting.
- Financial Reporting & Analysis.
- Budgeting, Reporting & Client Interaction
- Reconciliation of Bank Statement
- Day to day Administration services
- Month End Procedures
- Problem Solving & Decision making
- Strategic Thinking

## ❖ WORK EXPERIENCE

✉ **acct.amit84@gmail.com**

☎ **971 561002529**

**Designation:**

**Company:**

**Location:**

**Duration:**

Accounts Manager

CNE General Trading LLC & Hadaf Al Hayat  
Machinery Rental LLC

Dubai,UAE

March-2021 to August-2021

✚ **Dubai**

## SKILLS

Cost Analysis

Financial Planning

Adaptability

Problem Solving

Strategic Thinking

Decision Making

- Working on ROI (Return on Investment) report on monthly, Quarterly & Annually basis.
- Month end closing and submission of monthly reports to the management.
- Creation of Invoices, issuing quotations & debtors dispute resolution.
- Working on bank reconciliation, Debtors reconciliation, AR ageing and various other reports.
- Input of daily accounting entries in QuickBooks & Tally.
- Vendor Payment processing.
- Follow up with debtors for collection and make sure that the collection is happening on time.
- Working on tax report and filing of VAT return.
- Liasoning with tax authorities, Banks and other bodies.
- Payroll processing of employees on monthly basis and assure that salary is processed in time.
- Analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues.
- Resolving financial and Cost related matter for company

## LANGUAGES

English

Hin di

Gujarati

Rajasthani

❖ **Designation:** Finance and Account and GST Consultant  
**Company:** Manish Associates, Chartered accountants,  
**Location:** Surat, India  
**Duration:** July 2020 to Jan 2021

### **Finance &Accounts**

- Preparation of Project report for Bank loans.
- Advising on export and legal formalities thereof.
- Preparation of client's accounts as per accounting standards.
- Managing accounts receivables and accounts payables & various other client specific services.

### **VAT & GST**

- Smooth transition of clients from VAT regime to GST
- Facilitating clients for uploading their purchase and sales invoices on the latest GST software "Cleartax".
- Generation of monthly sales and purchase report.
- Submission of monthly GST returns on Govt. GST portal.
- Matching of Input tax credit with purchase records.
- Generate Mismatch ITC reports and reconciliation thereof.
- Assessment with Tax authorities and adhering to legal compliances and advising on tax planning on GST intricacies.

❖ **Designation:** Sr. Executive Finance & Accounts  
**Company:** Bundl Technologies Pvt. Ltd. (SWIGGY)  
**Location:** Surat, India  
**Duration:** July-18 to May-20

- Preparing, monitoring & analyzing city Unit Economics (UE).
- Concurrent internal audit & approval for all financial payments like office rent, local marketing events, local purchases, etc.
- Verification of delivery executives(PDP) payouts and monitoring cost of hiring.
- Supporting business team to launch services in new cities in Western India and guiding other city finance team members
- Monthly audit of inventory and preparing report for submitting it to the central team at Bangalore.
- Identifying risks involved with the functioning of enterprises and providing advice regarding risk mitigation, best practices, operations cost reduction, and business development.
- Analyse financial information to develop efficient use of resources, propose procedures, provide strategic recommendations to address business and financial problems and maintain solutions.
- Analyse and advise on business operations including revenue and expenditure trends, financial commitments and future revenues.
- Resolving financial and Cost related matter for company
- Special projects and preparation of reports as required from time-to-time by Management. Such as "cost reviews & Cost Reduction Programs" & To find and eliminate revenue leakages and take appropriate actions.

❖ **Designation:** Senior Executive Finance & Accounts  
**Company:** Sahajanand Medical Technologies Pvt. Ltd.  
**Location:** Surat, India  
**Duration:** September-2015 - August-2017  
**Company Profile:** Sahajanand Medical Technologies is a leading manufacturer of medical equipment .

- Preparation of Budgets, Cash flows, monitoring of debtors accounts, settlement of debtors disputes, monthly/quarterly annual accounts.
- Debtors & Creditor Reconciliation.
- Liasioning with Bank, preparing fund forecast and managing the funds.
- Submission of data for preparation of final accounts, preparing and submission of MIS data to management for integrated Accounts.
- Coordination with auditors and providing them required data as and when required.
- Communicate & follow up with sales department throughout India for obtaining customer sales details and future prediction.
- Preparing cash forecast based on credit allowed and outstanding realization.
- Review account adjustments reconcile short payments and resolve client discrepancies.

❖ **Designation:** Senior Process Associate (O2C)  
**Company:** Accenture Services Pvt. Ltd.  
**Location:** Bangalore, India  
**Duration:** October-2013 - March-2015

- Preparing final reports from account receivable Oracle software.
- Preparing outstanding receivables report.
- Analyzing the payments received from the customers vis-a-vis the invoices raised by the company and settling discrepancies in consultation with the collection team.
- Performing various financial adjustments in AR module of oracle like receipts, transfer credit, prompt pay discount, write off, manual invoice setup, etc.
- Solving queries and errors with G/L team and taking appropriate action.
- Generating bank reconciliation report.

## ❖ IT LITERACY

- Proficient in MS Office tools like Excel (macros, vlookup, pivots, etc.), Word, Power point & Outlook.
- Experience of working with accounting and MIS softwares like Tally, Oracle, QuickBooks & Power BI.

## ❖ EDUCATION

<u>Degree</u>	<u>University</u>
MBA Finance & HR	Pacific University, Udaipur, India 2013
C.S. Executive	Institute of Company Secretaries of India - New Delhi, India 2011.
B. Com.	Veer Narmad South Gujarat University, Surat, India 2009.

## ❖ CERTIFICATIONS & AWARDS

- Certification Course in Import Export Management from IIEM.
- Certificate of completion in New GST E-learning- From Cleartax.
- Diploma in Computer Application (Corporate Environment)
- Six Sigma White Belt from Six Sigma Society.
- Identify and define the problem with business analysis- Udemy.
- Financial Modeling & Forecasting Financial Statements - Linked-in
- Business Model Innovation - Udemy.
- Numero Uno award for the commendable performance-by Accenture.
- Awarded “Backbone” certificate- by Swiggy.

## ❖ PERSONAL PROFILE

Date of Birth	: May 1984
Gender	: Male
Nationality/Passport	: Indian
Marital Status	: Married

## ❖ Hobbies

- Listening Music
- Playing Cricket
- Travelling

## ❖ Social

[www.linkedin.com/in/amit-soni-DU](http://www.linkedin.com/in/amit-soni-DU)