

BHAVESH MANILAL SONI

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Malad (East), Mumbai - 97

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Academic Background

EXAMINATION	INSTITUTION	YEAR	DIVISION
B.COM	Siddharth College of Commerce	2001	Pass
H.S.C.	M.T.S. Khalsa Jr. College	1998	2 nd
S.S.C.	Pragnya Bodhini High School	1996	2 nd

COMPUTER BACKGROUND

2 Years Diploma In Software Programming from Aptech Computer Institute. & Tally 5.4 from St. Angelo Computer Institute.

PERSONAL INFORMATION

DATE OF BIRTH	11/05/1982
FATHER'S NAME & QUALIFICATION	Late Shree Manilal Ramji Soni B.Com., Diploma In Opticsition
MOTHER'S NAME & QUALIFICATION	Late Mrs. Damyanti Manilal Soni S.S.C., Housewife
MARITAL STATUS	Married
WIFE'S NAME & QUALIFICATION	Mrs. Meeta Soni., H.S.C., Housewife
SON'S NAME	Neil Soni
DAUGHTER'S NAME	Sheetal Soni
LANGUAGE KNOWN	Hindi/English/Gujarati/Marathi

CAREER OBJECTIVE

A suitable but challenging position in compliance with my professional qualification and experience utilizing my individual qualities and abilities to enable me make a contribution to the organization I work with.

STRENGTH

My strength lies in deriving satisfaction from whatever I do. I possess perseverance; the ability to work consistently towards my goals. Sound interpersonal & communication skills help me in building a quick rapport with others, including my relationship with the government department. My dynamic and learning attitude helps me in seeking additional responsibilities in the fast-paced and challenging environments.

PROFESSIONAL EXPERIENCE

PRESENT

Working with **Theryco HealthCare Solutions Pvt Ltd – Online Pharma Company** from July'2024 to Till Date, **SENIOR MANAGER Accounts & Finance** and reported to CFO.

- Monitoring the commercial activities such as proper invoicing as per GST & Work Contract Tax and on site debtors ledger scrutiny and maintaining credit limits as per the policy of the company, ensuring the timely realization of dues etc.
- Filling GSTR1 & GSTR 3B for All States (Monthly & Annually)
- GSTR 2B for All States
- Cost Center wise MIS Quarterly
- Monthly Reconcile Amazon vs company
- Weekly Inter Company and Inter Branch Reconcile.
- Reconcile Physical Stock Vs Books.
- Follow up with Amazon team any queries.
- Preparation of Account finalization.
- Preparation of Qtrly Provision Balance Sheet
- Preparation of TDS working, TDS Payment & TDS Return,
- Debtors, Creditor, Cash, and Bank ledger scrutiny.
- Preparation of Data of PF // ESIC // PT and submit to consultant.
- Checking payment to Creditors as per Terms
- Handling Status of AMC renewal for a different client. And sent a reminder for renewal of AMC.
- Handling Admin related work
- Other Office Routine Work.

PAST

Working with **Kunhar Peripherals Private Limited - Importer** from July'2022 to Jun'2024, **SENIOR ACCOUNTS MANAGER** and reported to Directors.

- Monitoring the commercial activities such as proper invoicing as per sales tax, Service Tax & Work Contract Tax and on site debtors ledger scrutiny and maintaining credit limits as per the policy of the company, ensuring the timely realization of dues etc.
- Filling GSTR1 & GSTR 3B for All States (Monthly & Annually)
- GSTR 2B for All States
- Cost Center wise MIS Quarterly
- Prepare Documents and making payment of Foreign Remittance and submit documents to the banks.
- Handling Petty Cash transaction. (Like checking Voucher and approvals)
- Branch Division Reconile Monthly Basis.
- Preparation of Account finalization.
- Preparation of TDS working, TDS Payment & TDS Return,
- Debtors, Creditor, Cash, and Bank ledger scrutiny.
- Preparation of Data of PF // ESIC // PT and submit to consultant.

- Checking payment to Creditors as per Terms
- Handling Status of AMC renewal for a different client. And sent a reminder for renewal of AMC.
- Handling Admin related work
- Other Office Routine Work.

Working with **Cardio Fitness India Private Limited** trading in Fitness & Gym Equipment from September 2015 to June 2022, **Manager Account & Admin for West Zone** and reported to Senior Manager Accounts.

- Monitoring the commercial activities such as proper invoicing as per sales tax, Service Tax & Work Contract Tax and on site debtors ledger scrutiny and maintaining credit limits as per the policy of the company, ensuring the timely realization of dues etc.
- Preparing Stock Transfer invoice.
- Bank Reconciliation.
- Handling Petty Cash transaction. (Like checking Voucher and approvals)
- Maintaining Purchase Register, Sales Register, and Bank Book & Ledger Book in tally.
- Preparation of Account Books up to finalization.
- Filling GSTR1, GSTR3B & GSTR 9.
- Handling VAT Audit and Income Tax Audit (Statutory as well as Internal Audit).
- Preparation of TDS Return, Service Tax Return, VAT Return.
- Handling & Attending Income Tax, VAT, & Service Tax Scrutiny raised by Department.
- Debtors, Creditor, Cash, and Bank ledger scrutiny.
- Issuing F-Form to the different Branches and also look at collecting F-Form from Difference Branch.
- Handling Status of AMC renewal for a different client. And sent a reminder for renewal of AMC.
- Follow up with the client for the payment as per the company's policy.
- Preparing Expenses report as per company format.
- Preparing Quarterly Incentives / Commission Statement for Engineers and Sales Staff.
- Preparing PI for advance payment and Quotation as required by Sales Team.
- Handling Labour Court Matter and assisting Lawyer in relation to the Labour court Case.
- Handling Admin related work
- Other Office Routine Work.

Working with Shital Electricals trading in Electricals items & manufacturing Control Panel from December 2009 to August 2015 till date, **Manager Account** and reported to Partner.

- Every aspect of accounts as required in a medium size trading & manufacturing concern.
- Monitoring the commercial activities such as proper invoicing as per sales tax and excise norms, and on site debtors ledger scrutiny and maintaining credit limits as per policy of the company, ensuring timely realization of dues etc.

- Bank Reconciliation.
- Handling Petty Cash transaction. (Like checking Voucher and approvals)
- Maintaining Purchase Register, Sales Register, and Bank Book & Ledger Book in tally.
- Preparation of Account Books up to finalization.
- Handling VAT Audit and Income Tax Audit (Statutory as well as Internal Audit).
- Preparation of TDS Return, Service Tax Return, VAT Return.
- Handling & Attending Income Tax, VAT, & Service Tax Scrutiny raised by Department.
- Debtors, Creditor, Cash and Bank ledger scrutiny.
- Follow up with client for the payment as per company's policy.
- Preparing Fund Flow & Cash Flow Statement.
- Preparing Weekly MIS report.
- Preparing Monthly Income & Expenditure report.

Working with Reliable Papers India Limited manufacturing Specialty Grade Papers from June 2009 to till December 2009, **Sr. Accountant** and reported to the CFO / Director.

- Every aspect of accounts as required in a medium size trading concern.
- Monitoring the commercial activities such as proper invoicing as per sales tax and excise norms, and on site debtors ledger scrutiny and maintaining credit limits as per policy of the company, ensuring timely realization of dues etc.
- Bank Reconciliation.
- Handling Petty Cash transaction.
- Execute Purchase Order & Follow up with Vendor
- Logistics Work
- Maintaining Purchase Register, Sales Register, and Bank Book & Ledger Book in tally.
- Preparation of Account Books up to finalisation.
- Preparation of TDS Return, Service Tax Return, VAT Return.
- Coordination with C.A to Income Tax, VAT, TDS & Service Tax matter.
- Debtors & Creditor ledger scrutiny.
- Follow up with client for the payment as per company's policy.
- Other Office Routine Work.
- Preparing Weekly MIS report and Monthly Income & Expenditure report as well as Overhead report.

Working with Golden Impex India trading in shipping spare parts September 2005 to May 2009, **Sr. Accountant** and reported to the Proprietor.

- Every aspect of accounts as required in a medium size trading concern.
- Monitoring the commercial activities such as proper invoicing as per sales tax and excise norms, and on site debtors ledger scrutiny and maintaining credit limits as per policy of the company, ensuring timely realization of dues etc.
- Bank Reconciliation.
- Handling Petty Cash transaction.
- Execute Purchase Order & Follow up with Vendor

- Logistics Work
- Maintaining Purchase Register, Sales Register, and Bank Book & Ledger Book in tally.
- Preparation of Account Books up to finalization.
- Preparation of TDS Return, Service Tax Return, VAT Return.
- Coordination with C.A to Income Tax, VAT, TDS & Service Tax matter.
- Debtors & Creditor ledger scrutiny.
- Follow up with client for the payment as per company's policy.
- Other Office Routine Work.
- Preparing Weekly MIS report.
- Preparing Monthly Income & Expenditure report as well as Overhead report.

Worked with Naresh Jain, (FCA) & Amit Jain, (ACA) (ACS) Chartered Accountants Firm from 2004 to August 2005.

1. Assisting Mr. Naresh Jain for Income tax. Following are the list of companies for where I assist to Mr. Naresh Jain

- M/s. Tata Chemicals Ltd. (Mumbai) - Claim of 80IB
- M/s. Raymond India Ltd. (Thane) – Income Tax Review
- M/s. Srei International Finance Ltd. (Kolkata) - Income Tax Review
- M/s. Genus Overseas Ltd. (Jaipur) - Income Tax Review

2. Assisting Mr. Amit Jain for Indirect & Auditing works. Following are the list of companies for where I assist to Mr. Amit Jain

- M/s. Tata Chemicals Ltd. (Mumbai) - Service Tax matter
- M/s. PNP Polytex Pvt. Ltd. (Mumbai) - Company Audit & Service Tax
- M/s. Punmiya Traders (Mumbai) - Service Tax payment & return filing
- M/s. Aasu Exim Pvt. Ltd. (Mumbai) - Custom & Excise Matter
- M/s. Redmedical Associate (Bhopal) - Drafting appeal for CESTAT.
- M/s. S. R. International (Mumbai) - Drafting appeal for CESTAT.
- M/s. Shri Mahavir Udyog Pvt. Ltd. (Mumbai) - Service Tax payment & return filing.
- M/s. Genus Electrotech Ltd. (Gandhidham) - Statutory Audit

Worked with Avishkar Sales & Service trading in welding machine, welding related spares parts 2001 to 2004 and became the **Head of Accounts** and reported to the Chairman.

- Every aspect of accounts as required in a medium size trading concern.
- Monitoring the commercial activities such as proper invoicing as per sales tax and excise norms, and on site debtors ledger scrutiny and maintaining credit limits as per policy of the company, ensuring timely realization of dues etc.
- Bank Reconciliation.
- Handling Petty Cash transaction.
- Filing Monthly Excise Returns.
- Preparing Purchase Orders, Quotation.
- Maintaining Purchase Register, Sales Register, Bank Book & Ledger Book.
- Assisting In preparation of Account Books up to finalisation.
- Other Office Routine Work.

EXPECTED EMOLUMENTS	As per Company's Norms.
EXTRA CURRICULAR ACTIVITIES	a) Participating Inter School Drawing Competition. b) Participating In Scout Guide.
Freelance	Handling Accounts & Audit for Bhoomi Group for their Bhoomi Hills & Bhoomi Valley Project Located at Thakur Village, Kandivali (East)