

HARSHAD ASHOK SONAR

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Adhar No.825945855375.



Seeking a position as an Officer where extensive experience will be further developed and utilized.

CAREERPROFILE:

1. Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
2. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
3. Excellent written and verbal communication skills.
4. Absolute understanding of finance and accounting procedures.
5. Accomplished and professional Project Accountant with proven track record in financial information
6. Resourceful in the completion of projects, effective at multi-tasking.

EXPERIENCE&RESPONCIBILITIES:

Housing Development & Infrastructure Limited

(HDIL).

Mumbai.

Purchase officer.

08.05.2014 to 21.01.2019

1. Handling of day to day accounting activities like entries in system for expenses, Purchase, Receivable account of customers.
2. Ensure timely payment to supplier/service provider for goods & service received as per agreed terms.
3. Monitor & control on petty cash operations as well Transportation Cost.
4. Review the supplier aging analysis of weekly & daily basis to insure payment to supplier.
5. Match original invoice/request for payment with internal purchase order; perform calculation to determine appropriate payment schedule & amounts & make modification as necessary verify invoices for quantity, unit pricing, extension & applicable discounts. Obtain approval from appropriate authority for payment for miscellaneous invoices.
6. Follow up on time of accounts statement from vendor & service providers, perform reconciliation identify & resolve discrepancies in any.
7. The key impact of this incumbent will be for the provision of timely & accurate accounting & reporting support within the department to maintain day to day efficiencies in the office.
8. Vendor Bill Discounting by Finance Agency (Company).
9. Performed accounts payable functions for general & construction expenses.
10. Ensured compliance with accounting deadlines.
11. Payment Planning & communicate with vendors & senior authority.
12. Department for resolving operational issues & Queries.
13. Collecting material requirement/indent duly approved with all the technical specification (If any).

14. Enquiry floatation (RFQ) & collection of quotation from different approved supplier/vendors.
 15. Preparation & Release of Purchase Order.
 16. Co-ordination with the Suppliers and Vendors.
 17. Coordinate with suppliers to ensure on-time delivery.
 18. Follow up with vendor/transporter's proactively for smooth supply of materials
 19. Follow up with Accounts Departments for vendor payment.
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BNA Infrastructure Pvt. Ltd.

Bhusawal.

Purchase Officer.

01.02.2019 to 17.08.2019.

1. Handling the construction plant and machinery on Highway construction project, Railway Construction Project. Erection of crushers and Gantry, WMM plants. Hands on experience in Store and Procurement for fast moving spares for the workshop of the Project. Issue and receipt of major construction stores. Demand and forecast of spare, oils and lubricants. Local tender and quotation enquires.
2. Day to day issue inventory control and stocking of stock, safety and security of all stores and evolving control mechanism. Initiation of weekly and monthly reports and internal audit & verifications.
3. Review the supplier aging analysis of weekly & daily basis to insure payment to supplier.
4. Follow up on time of accounts statement from vendor & service providers, perform reconciliation identify & resolve discrepancies in any.
5. Vendor Bill Discounting by Finance Agency (Company).
6. Performed accounts payable functions for general & construction expenses.
7. Enquiry floatation (RFQ) & collection of quotation from different approved supplier/vendors.
8. Preparation & Release of Purchase Order.
9. Co-ordination with the Suppliers and Vendors.
10. Coordinate with suppliers to ensure on-time delivery.
11. Follow up with vendor/transporter's proactively for smooth supply of materials
12. Follow up with Accounts Departments for vendor payment.

G.H. Raisonni Group of Institutions.

Pune.

Purchase Officer.

20.08.2019 to 03.11.2020.

Project Accounting Responsibilities:-

1. Prepare Purchase Order & make Payment to Vendors & Get Payment planning to Project Manager & Vice President.
 2. Coordinated with other management members for future project planning.
 3. Prepared monthly progress invoices and presented to the business consultant.
 4. Coordinated and cooperated with project manager concerning purchase orders, check requests, framework orders and sales tax requests in an accurate and timely manner.
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Soex India Pvt. Ltd.

Pune.

Procurement Officer.

26.11.2020 to Present.

➤ IMPORT & EXPORT:-

- Responsible for Custom Duty filing for import materials.
- Responsible for variance check out in Exchange Rates for import saving.
- Responsible for solution of discrepancy interrelated with custom duty payments & procedures.
- Responsible for follow-up from Import vendor for dispatch of material along with join up documents.
- Liaison with Account Dept. for timely releasing for all import related payments.
- Enter, Process, monitor & coordinate all import shipments, working closely with vendors, ocean carriers/freight forwarders, customs brokers and trucking companies.
- Prepare all customs documentation for the customs brokers & resolve possible issues with customs.
- Schedule and coordinate deliveries.
- Prepare monthly, weekly & daily reports.
- Place purchase orders with suppliers.
- Process and enter the receive purchase orders in the system.
- Local and export shipment dispatch.
- Self-sealing entry for dispatch container.
- EOU excise permission /Intimation.
- EOQ Returns.
- Export Warehouse receipt to dispatch hands of experience.
- Preparation for Seepz Audit.

➤ **PURCHASE:-**

- Enquiry Flotation (RFQ) & Collection of Quotation from different approved vendors/suppliers.
- Purchase order to be creating and issue to vendor (ERP and Manual).
- Ensure timely payment to suppliers/service provider for goods & service received as per agreed terms.
- Monitor & control on petty cash operation as well Transportation cost.
- Match original invoice/request for payment with internal purchase order; perform calculation to determine appropriate payment schedule & amounts & make modification as necessary verify invoices for quantity, unit pricing, extension & applicable discounts. Obtain approval from appropriate authority for payment for miscellaneous invoices. Follow up for pending and revised bills with vendor.
- Follow up on time of accounts statement from vendor & service providers, perform reconciliation identify & resolve discrepancies in any
- The key impact of this incumbent will be for the provision of timely & accurate accounting & reporting support within the department to maintain day to day efficiencies in the office.
- Vendor Bill Discounting by Finance Agency (Company).
- Ensured compliance with accounting deadlines.
- Payment Planning & communicate with vendors & senior authority
- Department for resolving operational issues & Queries.
- Collecting material requirement/indent duly approved with all the technical specification (If any).
- Preparation & Release of Purchase Order.
- Coordinate with suppliers to ensure on-time delivery.
- Follow up with vendor/transporter's proactively for smooth supply of materials.
- Follow up with Accounts Departments for vendor payment.

➤ **STOCK CHECKING:-**

- Day to day issue inventory control and stocking of stock, safety and security of all stores and evolving control mechanism. Initiation of weekly and monthly reports and internal audit & verifications.
- Review the supplier aging analysis of weekly & daily basis to insure payment to supplier.
- Follow up on time of accounts statement from vendor & service providers, perform reconciliation identify & resolve discrepancies in any.
- Packing material stock of production level.
- Stocks control of finish goods.
- System related issue slowing.
- Working in ERP same as SAP MM Module.
- Local and export shipment posting in system.
- Issue MRN.
- Process report entries and posting.
- Create Local sales order and Sales invoice.
- Checking of posted process report.

Checking of physical stocks with ERP system (Packing material stock. Raw material).

- Prepare Indent.
- Rejection control entries.

- Conduct yearly inventory.
- Creation and blocking location in SAP.
- Inventory Management knowledge.

➤ **BILL & DOCUMENT PROCESS:-**

- Generating GST E-way bill for all state (individual and bulk generation).
- Maintain E-way bill generation data.
- Bills checking and proceeding for payment within 2 days of receipt of goods.
- E Way bill create.
- Weekly dispatch detail reporting to HOD and MD.

➤ **MANAGEMENT LEVEL:-**

- Order schedule and planning for productions with management.
- Finish goods checking and reporting to Management.
- Labour reporting.
- Machine log report.
- Monitoring and continuously improving export packaging.

EDUCATION:-

M.Com from North Maharashtra University in 2011.

BBS from North Maharashtra University in 2007.

HSC from Maharashtra State Board in 2004.

SSC from Maharashtra State Board in 2002.

COMPUTER SKILLS:

MS Office (Word, Excel, PowerPoint) ● SAP (MM, FICO Modules) ● Tally9 ● Windows (all).

PERSONAL INFORMATION:

Permanent Add: - Shiv Colony, Jamner Road, Bhusawal.

Marital Status: Married.

Language Known: English, Marathi & Hindi.

Location Preference: No Preference.

Date of Birth: 24th May 1985.

Place:-

Date:

Harshad Sonar.