**CURRICULUM VITAE**

SONALI VIKRAM RAVAL

Vagri Chawl,Ram gad, Goshala road opp Surya Darshan Building. Mulund

 (West),Mumbai-400080.

sonalishirke252@yahoo.com 9768539085 **/** 9653251071

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**CAREER OBJECTIVES:**

Seeking an opportunity to utilize career experience skills and education to contribute to employer objectives, profitability and success with a company offering potential for challenge and growth.Wish to work in your organization by giving my full efforts, skills & abilities in any field which will give me full satisfaction & which will helpful to the organization.

# EDUCATIONAL QUALIFICATION:

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| **Degree / Certificate** | **College/School** | University/Board | **Year** |  |
| SSC  | Gayatri Vidya Mandir, Bhandup | Maharashtra | 2009 |  |
| HSC  | J.N.S Jr. Collage, Mulund | Maharashtra | 2011 |  |
| B.Com | R.A.D.A.V College, Bhandup | Mumbai University | 2014 |  |

 M.Com R.A.D.A.V College, Mumbai University 2016

 Bhandup

PERSONAL DETAILS:

**Languages Known** : English, Hindi, and Marathi.

**Father Name :** Subhash Shirke

**Nationality**  : Indian

**Gender**  : Female

**Marital Status** : Married

**Hobbies** : Travelling, Listening Music, Watching Movies

**Date of Birth** : 25-02-1993

### STATUTORY COMPLIANCES:

* Preparation of GST and MVAT return.
* Managing statutory compliances like GST payment, GST return filing (GSTR 3B & GSTR 1)
* Preparing invoices, bank reconciliation and accounts related day to day work.
* Manage Profile, PF Withdrawal & Pension Withdrawal.

**RESPONSIBILITIES/SKILL**

* **Back Office / Digital Co-ordinator**
* **Done contributing in various concern & professionals which mainly include the following.**
* GST Registration and Return Flies (GSTR 1, GSTR 3B).
* Applying for Goods service tax (GST) registration.
* Applying for sales tax registration.
* VAT registration & VAT Return.
* Prepared and filed CST Return.
* Preparation & filing of Income tax return through, Winman CA/ERP software.
* Accounting in Tally7.2 & Tally ERP 9.
* GST Training Certificate.

### COMPANY AUDIT

### GST Audit & Reconciliations

* GST Audit Return filling GSTR 9, GSTR 9C & GSTR 9A.
* GST Audit Reconciliations Statement of GSTR 3B, GSTR-1 And GSTR 2A.
* GST Filling of Composition, GSTR 8 Return.

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| **Training/ Seminar** | **Conducted by** | **Duration** | **Status** |
| Goods Service tax Practicing Completed Training & Seminar  | GST Information Technology | 2 Weeks  | Completed |

**WORK EXPERIENCE:**

* 8 Months in “Maharashtra State Electricity Board” as Data Entry.
* 3 Years in “LIC of India” as Work Insurance Advisor.
* 6 Months in “Imperative Creation” as Data Entry.
* 3 Years Working in “S.K. Associates, Under C.A” as Accountant.

**COMPUTER PROFICIANCY:**

* Advance Excel .
* *Advance Tally 7.2 & Tally ERP9.*
* MS–CIT.(Excel, Word, PowerPoint).
* Typing English 30WPM.
* Kirti–Internal Technology Program. (K-ITPRO.),Photoshop, HTML, Internet.

**DECLARATION**:

I hereby certify that the particulars given above are true to the best of my knowledge & belief.

*Place:***SIGNATURE:**

Date :

 ***(Sonali Vikram Raval )***