**VAISHALI GOPINATH SONAWANE**

**Phone: 9834771641 Email:** **vaishalivaishali2008@gmail.com**

* Accountant having total work experience of more than 10 Years.
* Working under Taxation online sites, ERP-9, Tally 7.2, Taxbase, Vat Express, and MS-Office.
* Successfully managing Finance, Accounts, Taxation, and Notice Compliances.

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| 1. **Company : AVANTEDGE BUSINESS CONSULTING PRIVATE LIMITED, Pune**

Is involved in the business of outsourced Accounting and Business SupportDesignation : Assistant Manager (Team Lead)Job Duration: August 2018 to Till Date.**Key Deliverables :** * MIS preparation monthly
* Transfer Pricing invoicing on actual basis, seat cost, Fixed, Time and Management, On Markup %
* Budgeting Quarterly and yearly and Variance reporting
* Project wise profitability
* Outstanding report on monthly basis for receivable
* Advance tax working with the tax planning
* Filling of SOFTEX, SERF,MPR
* Grant utilization certification and accounting for the same
* Reporting for ROC related compliances
* FEGL working and effects in Tally
* Travel Claim reimbursement process and approval
* Monitoring the day to day accounting activities of the assistants.
* Managing all Administrative and management work.
* Coordination and work allocations to Team Members.
* All GST Returns, forms and compliances.
* Ensuring completion of all accounting entries including period end accruals before the year end of the period.
* Reconciliation of Duties and Taxes.
* Scrutiny of general Ledger / Party ledger.
* Maintenance of Fixed Assets Register as per company law and Income Tax Act and accounting of the same on monthly basis and yearly basis.
* Preparation of Profit and Loss Account and Balance Sheet as per Schedule VI, and get the accounts Audited with online 3 CA/CB Audit Report.
* Coordination with Statutory and Internal Auditors
* VAT Return, VAT Audit, C-Form Online Application, VAT new registration, PT Registration
* TDS Return and Notice Compliance , Service tax Return, Income Tax Return, MCA 21 Annual Report
* Online Payment of TAXES, online Payment to Vendors.

**Previous Employer :**1. **Company : M/S SAVO SYSTEMS, Pune**

Savo Systems is involved in the business of Trading Engineering ProductDesignation : Accounts ManagerJob Duration: May 2015 to 10th August 2018.1. **Company : M/S Rajasatyen And Associates, Pune (Articleship for CA course)**

Rajasatyen And Associates is involved in the business of Chartered Accountant firmDesignation : Article Assistant Job Duration : October 2012 to May 20151. **Company: Endue RF Solutions Pvt. Ltd, Pune.**

Is involved in the business of RF linking, Water Management and support. Designation : Accounts Executive Job Duration: July 2011 to September 2012 1. **Company: Pansambal Consultants Pvt. Ltd. Pune.**

Is involved in the business of Tax Consultant and Demarcation and Various Permission work. Designation : Accounts Assistant Job Duration: April 2009 to July 2011 **Academic Credential :**

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| **Sr. No** | **Exam Passed** | **Year Of Passing** | **Institute/ University** | **Grade** |
| 1 | MBA 2ND YEAR | 2019 | YCMOU | Pursuing |
| 2 | GDC & A | 2012 | GDC & A Board | 2 nd Class |
| 3 | BCOM | 2011 | Pune university | 1 st Class |
| 4 | HSC  | 2008 | Maharashtra Board | 1 st Class |
| 5 | ICA | 2008 | Industrial Certified Accountant | 1 st Class |

**Personal Details:** * Date Of Birth : 22nd Aug 1990
* Marital Status : Single
* Gender : Female
* Language Known : Marathi, English, Hindi
* Hobbies : Singing, Cooking. Music.
* Strength : Flexible to adopt new technologies and environment ,

 Good communication skill and Soft Skill.  Vaishali Gopinath Sonawane |