**VAISHALI GOPINATH SONAWANE**

**Phone: 9834771641 Email:** [**vaishalivaishali2008@gmail.com**](mailto: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 Support  Designation : 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 Product  Designation : Accounts Manager  Job 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 firm  Designation : Article Assistant  Job Duration : October 2012 to May 2015   1. **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 :**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |