**CURRICULUM VITAE**

**Soma**

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| **Career**  **Objective**  **Education** | To work in a challenging business environment and to excel in all assignments that I take up in my professional career, so as to make a meaningful contribution to the organization which can provide wide ranging exposure and sufficient responsibilities to further my skills and knowledge. | | | | | | | | | | | | |
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| **Professional Qualifications** | | | | | | | | | | | | |
|  | | **Level** | | | **Institute** | | | **Year** | | **%** | |  |
| CA –PE-II | | | ICAI | | | November, 2009 | | 52.67% | |
| **Academic Qualifications** | | | | | | | | | | |
| **Year** | | **Examination** | | | **University/School** | | | | **%** |  |
| 2008 | | B.Com | | | University of Rajasthan | | | | 66.00% |
| 2005 | | Higher Secondary | | | MBV, Jaipur | | | | 73.69% |
| 2003 | | Secondary School | | | MBV,Jaipur | | | | 78.00% |
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| **Work**  **Experience** | Worked as Accounting Assistant with Manglam Build Developers Pvt. Ltd. June 2012 to January 2015. Mangalam Group is one of the leading real estate builders not only in Jaipur but also across entire Rajasthan.  **Responsibilities includes :-**   * Performed accounts payable functions for construction expenses. * Managed vendor accounts, generating weekly on demand cheques. * Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable. * Created budgets and forecasts for the management group. * Preparing monthly cash flow statements for the concerned payments and receipts. * Ensured compliance with accounting deadlines. * Prepared company accounts and tax returns for audit. * Coordinated monthly payroll functions for employees. * Liaised with bankers, insurers and solicitors regarding financial transactions. | | | | | | | | | | | | |
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| **Articleship**  **Experience** | Worked as Article Assistant with Somani&Sodani Company From February, 2010 to May 2012. | | | | | | | | | | | | |
| **Articleship**  **Experience**  **Softwareproficiency**  **Strength**  **Personal**  **Details** | | **Responsibilities includes:-**  **Accounting :**   * Preparation of ledger accounts and posting daily entries. * Preparation of Monthly Credit Sales accord to product wise. * Preparation of Monthly Collections and following up. * Invoicing Bills to customers according to Area wise. * Handling all Bank transactions like Cash Depositing, DD drawing etc., * Drafting Trial Balance and Balance Sheet * Passing journal entries, Approval of bills, Purchase Bills Verification and other day to day activities. * Fixed Assets Accounting, Value Adjustments for Inventories, Bank Reconciliation Statements, Payroll etc. * Calculation of Monthly SaleTax/Vat ,Services Tax &TDS Filling Returne, * Preparation SaleTax ,Services Tax Returne& TDS Returne Filling Quarterly * Timely of Statutory payments to Government Authorities. | | | | | | | | | | | |
|  | | **Software** | | | **Tools** | | | **Methods** | | | |
| * **Ms-Office** * **Tally** * **Peach tree** * **Quick books** | | | **Office 2010 Tally ERP -10** | | | **MS Excel**  **Accounting**  **Accounting**  **Accounting** | | | |
| * Good Analytical Skills & keen eye on Numbers. * Quick understanding of the critical factors of the business. * Stay abreast of current business and economic developments.Ability to work minimal supervision and deliver to tight lines. | | | | | | | | | | | |
| * Birth : Oct 29, 1987 * Sex : Female * Nationality : Indian * Marital Status: Married * Languages : English & Hindi | | | | | | | | | | | |
| **Hobbies** | | * Reading – Anything that increase my thinking space. * Surfing on internet for knowledgeable aspects * Other Interests includes watching movies and learning anything new. * Evaluation of deviations * Math, analytical and reasoning skills * Professional skepticism * Able to quickly develop a working knowledge of a business and its Operations. | | | | | | | | | | | |

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