

# RESUME

**Soni Kaushik**

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## Career Objective

* Goal-driven professional with nearly 7 years of experience in Finance & Accounts
* Presently associated with Channel Capital India Pvt Ltd, Delhi as Assistant Manager
* Competent in preparing & analysing financial statements including Trial Balance, Profit & Loss A/c., Age-Wise Accounts Payables & Receivables Statements and Balance Sheets
* Skilled in performing reconciliation of accounts receivable trial balances with the general ledger control account

**Professional Qualification**

* CA(Inter) “The Institute of Chartered Accountants of India” in2008

## Academic Qualification

* B.Com Pass Final Year Examination From Delhi University in2003
* 12th Passed From C.B.S.E. with Commerce Group in2000
* 10th Passed From C.B.S.E Board, Delhi in1998

## Technical Qualification

* MS Office (MS word, MS excel, MS Power Point &Internet)
* Tally ERP-9
* Aware Accounting Software
* 100 Hours compulsory training program conducted by “The Institute of Chartered Accountants of India” from SSI

## Professional Experience

* Presently working with **Channel Capital India Pvt Ltd.**As an **Assistant Manager** from May’2016 to 30th Dec-2018
* 4 Year experience with **Rakesh Chandra & Associates** as a **Senior Accountant** from Aug’2011 to May’2016
* 3 Year experience with **KBDS & Co**.as an **Article Assistant** form Aug’2008 to Aug’11

## Recent Company Profile – Channel Capital India Pvt. Ltd

Channel Capital India Pvt Ltd. Is group of Companies of Velocity Ventures. This is contract manufacturer, logistics partner and food distribution agent, Velocity's core philosophy is to combine our values of entrepreneurship to adapt speedily to changing customer dynamics & enable a better quality of life, through products and services with integrity and adherence to the utmost quality. Personal care, body care and hair care products

## Job Responsibility in Channel Capital India Pvt. Ltd MIS &Costing

* Assisting with cash reconciliations, payment date accounting, monthly reporting and report production, daily modeling and financial analysis & reporting
* Coordinating and following up with customers for the collection of overdue/long outstanding accounts; managing & closing debtor reconciliations and inquiries
* Preparing FR schedules on monthly basis
* Summarizing current financial status by collecting information, drafting detailed MIS reports on debtors flow, debtors ageing, reasons for trial balance & balance sheet variance unaccounted invoices ageing and presenting them to the senior management
* Validating all Rent Agreements; preparing RA reports and assisting senior management in decision-making

## Finance and Accounting

* Prepare Fixed Assets Register and Deprecation Calculation
* Prepare Debit note cum supplementary invoice and upload to customer Extranet
* Calculate and submit Stock and Debtor Outstanding detail to bank on monthly basis
* Issue debit and credit note
* Scrutiny of Various ledger Accounts
* Booking of Purchase invoice on daily basis
* Prepare Payment Advise
* Receipt Accounting
* Assist statuary Audit of company and Balance sheet Finalization
* Prepare online Bank Payment
* Prepare Debtor Aging Report on Monthly basis

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## Job Responsibility in Rakesh Chandra & Associates

* Verify, allocate, post and reconcile accounts payable and receivable
* Produce error-free accounting reports and present their results
* Analyses financial information and summarize financial status
* Spot errors and suggest ways to improve efficiency and spending
* Provide technical support and advice on [Management accountant](https://resources.workable.com/management-accountant-job-description)
* Review and recommend modifications to accounting systems and procedures
* Manage accounting assistants and bookkeepers
* Participate in financial standards setting and in forecast process
* Provide input into department’s goal setting process
* Prepare financial statements and produce budget according to schedule
* Assist with tax audits and tax returns
* Direct internal and external audits to ensure compliance
* Plan, assign and review staff’s work
* Support month-end and year-end close process
* Develop and document business processes and accounting policies to maintain and strengthen internal controls

## Job Responsibility in KBDS & Co.

* Assure timely and accurate invoicing
* Assure timely collection of monies due to client
* Monitor and report on deviations from credit standards
* Make recommendations to improve quality of invoicing and collection procedures
* Timely reporting of invoicing totals/ Bank receipts/invoice adjustments
* Receipt Accounting
* Prepare Debtor reconciliation statements
* Maintain Invoices and Foreign Inward Remittance Certificate
* Assist the audit Department
* Creation of invoice
* Coordinate with various services line
* Perform other related duties as required

## Other Activities

**Part time Tutor Since 2003**

Participate in motivational programmed since 2015

## Personal Profile

Father’s Name : Sh. Late Rajender Kumar

Date of Birth : 10th June1983

Gender : Female

Marital Status : Single

Religion : Hindu

Nationality : Indian

Language Known : Hindi, English

Current Address : Flat no 504, Golden Gulf Building, Near Al Fahidi metro

Station, Bur Dubai, UAE

Permanent Address : O-12, Uttam Nagar, New Delhi, India

Hobbies : Dancing, Listening to Music

Strength : Good Listener, Eagerness to learn, Self-motivated, Team Work

## Passport Details

Passport No : T2268399

Passport date of Issue : 10th Jan 2019

Passport date of Expiry : 9th Jan 2029

Visa Status : Long Term Visit Visa

Visa date of Issue : 31st Jan 2019

Visa date of Expiry : 10th May 2019

**DECLARATION**

I hereby declare all the information furnished above are true to my knowledge and will submit qualification and experience certificates and further references as and when required.

### Date: Feb 2019

**Place: Dubai** (***Soni Kaushik)***