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| **Sonia Rana** | **Contact :** 9873540824/9953252500  **Email :** ranasonia172@gmail.com  **Address:**67/1, Katwaria Sarai  New Delhi – 110016  **Location preferred:** New Delhi |

**SUMMARY**

* MBA -Finance with 3.6 years’ experience in the field of accounts & finance.
* Expertise in Approving bulk amount of PO/PI's in software on daily basis after checking- Item descriptions/costing/calculations.
* Expertise in initiating workflows in SAP/Tally.
* Expertise in Bank & Intercompany reconciliation.
* Expertise in handling finance and accounts activities of overseas branches on independent basis (Reimbursements).
* Expertise in bank remittances.
* **Assist in Audit:** Statutory audits,internal audit,ISO audit. knowledge of **processing and verifying invoices or** accounts to ensure accuracy and compliance with procedures.
* **Tax deducted at source** (TDS) compliances.
* **Income tax** return filing.
* **Service Tax:** registration, surrender, return-filing, etc.
* Administrative Support- Logistics/Travel itinerary/Visa/Hotel/Schedule/Phone calls/Document retention/ISO Audit/Advances arrangement/ Organize visit for Delegates from Overseas.
* Well versed with ERP9 Tally/SAP.
* Ability to work in-groups as well as independently with minimal supervision.

**EMPLOYERS**

* **Working with Mitsui & Co. as an Business Assistant in Energy Division since March’2016 till date(** *Handling all Finance and Administrative work for Energy Division***)**

Description:Mitsui & Co., Ltd is one of Japan's largest General Trading Company and the Group is made up of a large number of Japan's leading companies. Its diverse international business functions have been a prime motivating force in Japan's economic advancement and have also contributed to the expansion of the global economy.

* **Worked with North IT Solutions India Pvt. Ltd. from April, 2013 – July, 2014 as an Accountant after onwards on maternity leaves.**
* **Worked as Account Assistant at Vogue International Agencies representative office at Delhi (Jadie Consultant Private Limited) from June, 2011 – March, 2013.**
* **Jay Auto Component Pvt. Ltd. as a MBA trainee for 2 n half month.**

**PROFESSIONAL EXPERIENCE**

**Finance & Accounts:**

* Expertise in Approving bulk amount of PO/PI's in software on daily basis after checking- Item descriptions/costing/calculations.
* Expertise in Bank remittances against invoices/ utility bills/ salaries.
* Expetise in Accounting entires in software-sales/purchase/bank payments/expenses.
* Expertise in Bank Reconciliation, intercompany reconciliations and other reconciliations.
* Expertise in maintaing Fixed Assest Register.
* Reimbursement Accounting.
* Well aware of multi-currency accounting as dealing with HK office, Turkey office, USA office, Italy office, France office on day to day basis- Preparing Monthly Fund requirement sheet for overseas branches/salary payment/ reimbursements- travel,entertainment.
* Arbitrary work for seperation of company in two parts- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans to smooth sepration.
* Getting control accounts reconcilied( Sundry debtors & creditors) and sorting out the discrepancies.
* Negotiating with the banks for any payment related issues.
* Ensure all payments to suppliers, other external parties and staff are made according to company policies and procedures.
* **Assist in Audit:** Statutory audits, internal audits, ISOaudit. Knowledge of **processing and verifying invoices or** accounts to ensure accuracy and compliance with procedures.
* **Tax deducted at source** (TDS) compliances.
* **Income tax** return filing.
* **Service Tax:** registration, surrender, return-filing, etc.
* **Computer Skills:** MS-Office, Internet, Tally ERP9, Win Yatra, Visual Gem/ SAP.

**Administrative:**

* Organize visits for delegates from overseas.
* Coordinate with travel desk for- Logistics arrangements/ Travel itinerary/Hotel reservation/Visa(covering letter, invitation letter, filling documents).
* Prepare Schedule
* Attend Phone calls
* Update data in common folders &Sorting emails in outlook folders.
* Assisting Day to day activities- Maintaining local contact details/ other reports.
* Arrangements to attend conference- invoices, payments, logistics.
* Internal ISO Audit
* Document retention excel sheet
* Arranging Advances for business travel.
* Quarterly/Monthly – fund requirement sheet/ service agreements fee- requests to HQ

**Achievements**

* Successfully handled all activities related to finance and accounts of overseas offices from India branch.
* Done arbitrary work for the smoothly partition of company in two parts.

**Educational Qualifications**

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|  | School/Board/University | % | Remarks |
| MBA(Finance) | MDU, Rohtak | 71 | 1st |
| B.Sc | University of Delhi | 58 | 2nd |
| I.S.C.E. | CBSE | 59 | 2nd |
| I.C.S.E. | HBSE | 77 | 1st |

**Computer Knowledge**

* Operating Systems : Windows 98/ Windows XP
* Packages : MS office, internet , Tally and SAP

**Personal Details**

**Name: Sonia Rana**

**Date of birth**: 01st May 1985

**Hobbies:** Listening music, Watching TV, Surfing Net

**Nationality:** Indian

**Languages known:** Hindi & English