

Soniya Narbekar

Pune India 411043 | 8446346368 | soniya.narbekar@gmail.com

6 years of Experience in Accounting and Taxation.

Skills

Tally ERP 9

MS Office – Excel & Word

Compu Tax

Winman

Genius TDS Software

Easy Auto 4 Software

Experience

Applied Environmental Research Foundation (NGO)- Accountant (Currently working) - Nov 2022 to July 2024

- Efficiently matched different projects (Foreign & Indian Projects) (Matching CSR Funds Bank Balance with Expenses)
- Assistance in Project Proposal for CSR Fund.
- Accounting of Donations, Grants, CSR Funds, Expense vouchers, Purchase bills, Payments
- Bank Reconciliations of (17 Banks)
- Payments – (Prepared NEFT & RTGS)
- Prepared Purchase Orders & Maintained Inventory Details of Eco chulha (Eco friendly Gas)
- Accounts Payable
- TDS Calculation & Assistance in Salary Calculation & Salary Payments
- GST – GSTR 1 & GSTR 3B Calculation & Return Filing (Nature Connect India Pvt Ltd)
- LUT Certificate - (Nature Connect India Pvt Ltd)
- Eway Bills - (Nature Connect India Pvt Ltd)

PGKM School – Accountant

March 2022 to Oct 2022

- Making & Accounting of Fee Receipts
- Maintaining records & Accounting of Fees, Cancelled Admission, refunds
- Accounting of Purchase Bills, Expense bills
- Maintaining Purchase Register, Accounts Payable, Payments- Prepare Cheques of Vendors
- Payroll- Salary
- EPF Calculation
- Follow up with Parents for Fees & Refund
- Handling Petty Cash

Borkar & Borkar Associates - Accountant

Nov 2021 to Feb 2022

- Calculation & Filing of GSTR 3B, GSTR 1 & IFF
- Calculation & Filing of TDS Returns
- Calculation & Filing of Income Tax Returns (Individual)
- PTRC Return
- Accounting of Purchase bills, Sale Bills, Bank Statements, Credit Notes

Poonam Engineering Works – Accountant**Aug 2020 to May 2021**

- Prepare Sale Invoices
- Calculation of GSTR 3B & GSTR1
- Prepare Eway Bills
- Accounting of Sales Bills, Purchase Bills, Expense & Cash vouchers, Bank Statements

Mukund Ingalkaonkar & Associates – Account Assistant**Nov 2019 to June 2020**

- Assistance in GST Annual Return
- Calculation & Filing of GSTR 3B, GSTR 1
- Working & Filing PTRC Return
- Amendments in GST Profiles
- GST Registrations, LUT Certificate
- Internal Audit & Vouching
- DSC Registration
- Accounting of Sales Bills, Purchase bills, Journal Entries, Bank Statements, Credit & Debit Notes
- Handled Petty Cash

Amruta Burad & Associates – Accountant**June 2017 to Nov 2019**

- Calculation & Filing of GSTR 3B, GSTR 1
- Accounting of Sales Bills, Purchase bills, Journal Entries, Bank Statements, Credit & Debit Notes
- GST Registration, Shop Act Certificate, Tan Application, Udyog Adhar

Education

Masters in Commerce**2018**

Savitribai Phule Pune University

Bachelor in Commerce**2015**

B.M.C.C.