

# SONAL PANDAV

14,Prabhat Nagar,Jarimari,Sakinaka,Mumbai-72 •  
+918652459971 •  
[sonalpandav2603@gmail.com](mailto:sonalpandav2603@gmail.com) •  
3rd Oct 1996 •

## OBJECTIVE

6 Years of demonstrable experience in the field of Accounting, Account Finalization, Finance, Auditing, and taxation.

## PROFESSIONAL EXPERIENCE

### Tata AIA Life Insurance Company Ltd – Thane

Assistant Manager, 29<sup>th</sup> August 2022 to 4<sup>th</sup> Jan 2023

#### Technical Accounting: -

- Reconciliation of Control accounts, Liability accounts
- Monitor Policyholder suspense and loan account
- Handling statutory/Internal audit requirement, preparation of basic requirements and response for further queries.
- Preparation of balance sheet reconciliation monthly & quarterly
- Expense analysis.
- preparation and submission of month end reports such as Commission month end, loan and suspense aging monitoring

### 5Paisha Capital Limited

Assistant Manager, 22<sup>nd</sup> Nov 2021 to 4<sup>th</sup> May 2022

- Daily Processing Client Pay in (Accounts Receivable) and Payout (Accounts Payable)
- Exchange Payin and Payout
- Daily Reconciliation Of Payin, Payout
- Prepare Bank Reconciliation statement daily
- Accounting of expense invoices as per approval process
- Making payments of expense invoices and accounting of payments
- Reconciling and monitor accounts payable
- FNO Margin Entries in Company Software
- Client short sell Entries in Company Software
- Fund Transfer to Exchange or Internal Accounts
- Releasing NRI Payment
- Quarterly and Monthly Payout report and Bank Statement provide to Compliance
- Identify 3rd Party (Suspense) Transactions and Make a Payment
- Preparing GST 2A Reconciliation & TDS Reconciliation
- Enhance Risk Based Supervision Report
- Making Fund sheet and Cash Flow Statement
- Statutory Payments Like PT, PF, ESIC, GST, TDS.
- Preparation of data for GSTR 3B & TDS
- Resolving Audit queries: Dealing with external auditor
- Vendor Queries relating to payments, Deduction details, TDS Certificates etc
- Interaction with bank regarding banking issues

**CHOICE EQUITY BROKING PVT LTD-Andheri JB Nagar**

*Assistant Manager, August 2019 to November 2021*

- Daily Processing Client Pay in (Accounts Receivable) and Payout (Accounts Payable)
- Exchange Payin and Payout
- Daily Reconciliation Of Payin, Payout and Bank Reconciliation
- FNO Margin Entries in Company Software
- Client short sell Entries in Company Software
- Fund Transfer to Exchange or Internal Accounts
- Releasing NRI Payment
- Quarterly and Monthly Payout report and Bank Statement provide to Compliance
- Identify 3rd Party (Suspense) Transactions and Make a Payment
- Preparing GST 2A Reconciliation & TDS Reconciliation
- Vendor Payment
- Enhance Risk Based Supervision Report
- Making Fund sheet and Cash Flow Statement
- Statutory Payments Like PT, PF, ESIC, GST, TDS.
- Preparation of data for GSTR 3B & TDS
- Interaction with bank regarding banking issues

**NBFC :**

- Preparing Loan Agreements Along With Sanction Letter, Demand Promissory Note & Disbursement Request Form, Enhancement of Loan Agreement
- Verification of all key Parameters (Amount, Tenure, Rate) and Loan Disbursement
- Bank Reconciliations
- Managing Repayments and Collections of funds through various Demands
- Making TDS calculation, TDS payment and TDS Reconciliation with 26AS

**VIMAL SOLANKI & ASSOCIATES – Ghatkopar**

*Accounts Executive, November 2016 – August 2019*

**Accounting and Finance:**

- Accounting and Accounts Finalization

**Taxation:**

- Preparing and Filing of Income Tax returns
- Attending Income Tax and MVAT Scrutiny and Assessments
- Filing of GST and TDS Return data and Return Filing
- Preparation of submission against notices received from the income tax authorities during the assessment
- Projecting tax liability and calculation of advance tax payable.
- TDS Compliance
- VAT Audit & Return
- Prepared Reconciliation's Statements of Banks, Debtors, and Creditors etc.
- Ledger Scrutiny of Debtors and Creditors.
- Auditing of Ledger, Cash books, Day books etc. both in manual and computerized system.
- Prepared trading, P&L Accounts and Balance sheets of different concerns like Partnership firms, Companies, Trust, Individuals etc.
- Prepared different types of Project Reports of Bank.
- All types of GST Returns: GSTR1, GSTR3B, GSTR2A.
- GST Registration.
- Interaction with bank regarding banking issues

## EDUCATION

- **Welingkar Institute of Management Development and Research – Distinction (81%)**  
*MBA in Finance, March 2021*
- **Gurukul College of Commerce – 81%**  
*Bachelor of Accounting & Finance, April 2016*
- **K.J. Somaiya Science & Commerce – 70%**  
*HSC-February 2013*
- **SDDRS Girls High School– 80.55%**  
*SSC-March 2013*

## TOOLS & SOFTWARE

- Tally ERP 9
- Advance Excel
- MS Power Point
- MS Word
- Taxbase For Income Tax and TDS Returns
- TCS iON Accounting Software
- Tech Excel Software
- SAP FICO

## ADDITIONAL SKILLS

- Actively participated in College Events and Fest.
- Received '2nd Rank' Award in FY BAF, SY BAF and TYBAF.