



Sonali Kumbhar

ACCOUNTANT

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Pune, Maharashtra 411061
+91-9607729188

Accountant with a BCom degree, 5+ years related work experience and a strong background in Accounting methodologies and practices.

EDUCATION

MAR 2014
HSC
SNDT College | Mumbai

GPA: 49%

MAR 2014
Bcom
SNDT College | Mumbai

GPA: 58%

SKILLS

- General Ledger
- Online Bank Transactions
- Cash accounting
- Accounts Receivable/Payable
- Bank Reconciliations
- Expenses Reconciliations
- Time Management
- Petty cash management
- Accounting
- Financial reporting

WORK HISTORY

JUNIOR ACCOUNTANT

CA Aakash Ramnani | Pune, India DEC 2024 - CURRENT

- Prepared journal entries and entered into system using Tally Prime.
- Prepared bank reconciliations on a monthly basis to identify potential discrepancies between company records and bank statements.
- Assisted with preparation of monthly financial statements.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Prepared journal entries and entered into system using Prime, ERP.
- Managed client billing process to ensure prompt payment, improving cash flow management.
- Collaborated with senior accountants to perform month-end closing procedures, ensuring timely financial reporting.

ACCOUNTANT

Servatra Technology Pvt Ltd | Pune MAR 2018 - DEC 2019

- Manage the Bank Reconciliation Statements of the Company for all receipts and payments
- Making sales & purchase entry
- Generate and adjust dators report
- Making profama invoice
- Demand letter
- Create credit and debit notes in tally
- Journal entry
- Handled day-to-day accounting processes to drive financial accuracy.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Reduced expenses by negotiating with vendors for better pricing and terms on services and supplies.

ACCOUNTANT

AGARWAL & CO. | Mumbai JAN 2013 - OCT 2016

- Journal entries

- Tax filing

Bank reconciliation

- Bank entry
- Purchase & sales entry
- Handling Bank Transaction
- Reconciliation
- IT return filing
- TDS return filing
- Salary making
- P.T return filing
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Kept up-to-date with tax changes and industry trends by participating in professional organizations, opportunities, and networks.

CERTIFICATIONS

MS-CIT

Office Excel & Word Certification

LANGUAGES

English

Marathi

Hindi

PERSONAL DETAILS

Date of Birth: 1992-09-01

Marital Status: Married