

RESUME

Hinal Soni

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Career Objective

A finance enthusiastic and experienced for a position of Accounting and Finance to maximize learnings and to gain experience with valuable accounting tools and system adding practical knowledge.

Internship

Title: Ratio Analysis of Glenmark Pharmaceutical Limited

Company Name: Glenmark Life Sciences Limited

Description: Completed 45 Days internship at Glenmark Life Sciences Limited.

Various types of ratios calculated to know the actual position and profitability of the company.

Professional Experience

- **Company Name:** Grasim Industries Limited
- **Unit:** Grasim Cellulosic Division.
- **Duration:** From October 2023 to till date
- **Position:** Assistant Officer (Finance & Accounts)

Roles and responsibilities in Grasim.

- Processing of Invoices according to certified Authority as per delegation manual.
- Invoice must process as per tax compliance and Audit procedures and purpose.
- General Accounting including Cash expenses, Government Expenses, Statutory Expenses and all types of MIRO booking and payments.
- Import Accounting including Duty MIRO, Vendor MIRO, CHA Payments, Shipping Line Payments and other Imports expense Payments and booking.
- E-Payments of Processed Invoices effectively. Payments done accurately after checking and verifying payments terms as per PO
- Issuing of Debit/Credit note to vendor whenever requires.
- Taking Care of open GRIR & MSME Vendors.
- Monthly Prepaid Expense and Accounting.
- Responsible for Monthly provision as per GL account.
- Monthly Reconciliation with vendor.
- Handling Petty Cash Expense.
- Clearing of Advances.
- Handling Day to Day Accounting Transaction.

- **Company Name:** Grasim Industries Limited
- **Unit:** Grasim Cellulosic Division.
- **Duration:** From December 2022 to October 2023.
- **Position:** Purchase Trainee

Roles and responsibilities in Grasim.

- Communicating with Project Heads and other departments to assess purchase of Raw Materials.
- Preparation of MIS of Stock Report for Raw Materials and verifications stock availability in no. of days.
- Preparation of Material Ageing report and responsibility to clear stock available.
- New Vendor Development and maintaining vendor records and vendor selection.
- Place RFP as per BOQ and receive Quotations from Vendors.
- Prepare Comparative statements for Quotations received.
- Preparations of Purchase Orders while taking due care of Taxes, Rates and T&C as per BOQ after Management Approval.
- Co-ordination with site team and other departments for delivery schedule requirements on site.
- Follows up on orders to ensure that material is dispatch or shipped and delivered on committed date.
- Inspection and lab quality testing for Material received for quality and quantity to ensure adherence to specifications.
- Checking of invoices according to purchase order and organizing timely payments to vendors.
- Maintaining Coordination with CHAs and Freight & Forwarder for Imported products.
- Timely checking of shipments arrival and payment of Custom Duty and Stamp Duty.
- Tracking of Material availability and placing order after forecasting of requirements of material in upcoming time.

- **Company Name:** Glenmark Life Sciences Limited.
- **Duration:** 6 Months Training Period.
- **Position:** Accounts Trainee

Roles and responsibilities in Glenmark.

- Responsible for bill passing and invoice booking using SAP MIRO.
- Handling of vendors queries regarding payments with respect to invoice.
- Verification of booking of payments and receipts correctly.
- Monthly identification of GRN with data in SAP system.
- Responsible for GRN closing in month end.
- Keeping records of imports and exports data using excel.
- Quarterly stock verifications in stores department.
- Booking of cash payments in SAP.
- Payment of custom duty and generating mandate form.
- Reconciliation with bank for balance certificate and related activities.

Academia

Degree	Name of institution	University/board	Year of passing	Percentage/CGPA
MBA (Finance)	Parul Institute of management & research	Parul University	2022	83%
B. Com	Narmada College of Science and Commerce	VNSGU	2020	60%
HSC	Rungta Vidhya Bhavan	GSEB	2017	75%

Publication

- **Title:** Risk and Return Analysis of selected pharmaceuticals companies of Indian Stock market.
- Rabindra Bharati Journal of philosophy.
- **Description:** The research paper describes about the returns and risk associated by investing in pharma companies before Covid 19 and during Covid 19.

Personality Traits

- Quick learning ability
- Adaptability
- Multitasking
- Accountable

Technical Skill Set

- MS Office
- Outlook
- Tally ERP
- SAP ERP (FI & MM)

Job Skills Set

- Negotiation
- Decision Making
- Relationship Building
- Flexibility
- Records Management
- Stock verification

Personal Details

- **Name:** Hinal Pradipkumar Soni
- **Father's name:** Pradipkumar L. Soni
- **Date of birth:** 7th September 1999

- **Language Known:** English, Hindi, Gujarati
- **Marital Status:** Unmarried
- **Present Address:** B-1016, Padapole street, opposite Toran Apartment, Chakla, Bharuch-392001.

Declaration

I hereby declare that above mentioned details by me are true to the best of my knowledge and I bear the responsibility for the correctness of the above presented information.

Hinal P. Soni