

Sonali Kar

Work Experience – 10 Years

Domain – Finance & Accounts

Current Profile

Manager-Finance & Accounts

Redbridge International Academy



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Villa 42, Celebrity Pride Access,
Attibele, Bangalore - 562107

Highest Qualification

MBA (Finance & Marketing)

Year – (2011-2013)

Asian School of Business
Management, Odisha

Skills

**Software - Tally Prime Silver, Tally
Erp 9, Tally 7.2, SAP – FICO.**

Statutory – TDS, PF, ESI, PT.

Language – English/Hindi/Odia

Revenue Generation, Accounts
Receivable & Payable, Procure to Pay,
Payroll & Petty Cash Management,
Budgeting, BRS, Inter Branch
Reconciliation, Internal Auditing, MIS
Management, P&L, Balance Sheet.

Vendor Management &
Reconciliation, Creditors & Debtors
Aging, Banking Transactions Online &
Offline, Foreign Remittance,
Team Management, Problem Solving
Adaptability, Leadership,
Strong Work Ethic, Handling
Pressure, Time Management

Certification

GST – Computation & Return Filing

NSE – Certification on Financial &
Capital Markets.

Information

Father- Purna Chandra Kar

Mother – Sabita Kar

Husband – Abhilash Mishra

Marital Status – Married

Religion – Hinduism

DOB – 12-Feb-1989

Native - Odisha

CAREER OBJECTIVE

A highly organized, detail orientated and dependable professional who has the ability to apply her accounting knowledge and experience to a diverse range of financial issues. Hard-working, dedicated and ambitious who possesses strong theoretical and practical knowledge of generally accepted accounting principles.

CAREER CONTOUR

Finance & Accounts – 11 Years Reporting to Chairman

- Redbridge International Academy – June 2018 – Till Date.
- Candor International School – August 2015 - June 2018.
- Snap Fitness India Pvt Ltd – June 2014 - August 2015.
- Manas Hosting – July 2013 - May 2014.
- Karvy Stock Broking – March 2013 – June 2013.
- Lanco Infratech Limited – July 2010 – May 2011.

CAREER PRÉCIS

- Handling Accounts Receivable & Payable.
- Handling Corpus / CSR Fund & Liasioning with Banks.
- Preparing Monthly Budget Statements.
- Statutory – TDS/PF / ESI / PT and Payroll Management.
- Vendor management - Vendor Selection, Proposal From vendors, Comparison of proposals, Negotiation.
- Preparing monthly reconciliations statements & Cash Management.
- Preparing monthly Creditors & Debtors Aging Analysis statements.
- Passing all types of Tally Entries.
- Preparation of Profit Loss & Balance Sheet Statement.
- Preparing Monthly MIS Statements for management.
- Analyzing & Preparation of specific Reports based on management requirement.
- Accurately and promptly processing documentation.
- Supporting team members on all accounting issues.
- Handling Internal & Statutory Audits.
- Handling Banking Transactions – Foreign Remittances/Online & Offline Transactions .

PROFESSIONAL ACCOMPLISHMENTS

Word of appreciation, recognition and positive feedback from Management

- For maintaining accuracy and sincerity.
- For taking initiative in streamlining the Accounts of School.
- For timely follow-up in meeting expenses, report submission etc. & Tracing vendor's fake invoices and manipulations.
- For proper team management, strong work ethic, time management, handling pressure & problem solving skill.
- For Handling the ICSE & IB Review Team.

I believe my substantial experience of finance and accounting domain across different industries combined with my knowledge of the accounting process will be of particular benefit to your organization. I would welcome the opportunity to meet with you in person to discuss this further. I look forward to hearing from you. Thanks!!