

# RESUME

## **SOMNATH JOSHI**

Chhipon Ka Chowkk Veer

Mohallah, Jodhpur

Ph:8005636951

[Email: joshi\\_somnath@ymail.com](mailto:joshi_somnath@ymail.com)

Valid UAE Driving License No. **645975**

## **CAREER OBJECTIVE:**

Excellent accounting skills, with experience in ERP and Tally, SAP, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

## **WORK EXPERIENCE:**

NAME OF THE COMPANY	POSITION	DURATION
Daniel Surveying FZC Saif Zone Sharjah	ACCOUNT MANAGER	01 April 2018 to 31 March 2024
EURO GROUP, Dubai, UAE <ul style="list-style-type: none"><li>• Euro Trousers Mfg. Co. (FZC)</li><li>• Universal Garment Factory LLC</li><li>• Jolly Family Fashions</li><li>• Euro Trousers Mfg. Pvt. Ltd. Gujrat</li><li>• Euro Suits Mfg. Co. Pvt. Ltd. Banglore</li></ul>	SENIOR ACCOUNTANT	15 <sup>TH</sup> May 2012 To 05July 2017
O.S. Group <ul style="list-style-type: none"><li>• O.S. Motors Pvt. Ltd. Branch:- Jalor, Barmer, Pali</li><li>• O.S. Ford Pvt. Ltd.</li></ul>	SENIOR ACCOUNTANT	13 July 2009 to 30 April 2012
Prem Sales Corporation	Accountant	02 May 2005 to 11 July 2009
Daga Udhyog, Jodhpur	Accountant Assistant	04 Dec. 2002 to 08 Jan. 2005

## **PROFESSIONAL SUMMARY:**

- Work well with Dos, Windows NT, Windows 98, Windows 2000, Windows XP, MS-Office, Tally4.5, Tally 7.2, Tally 9.1, Tallyerp9, SAP, Internet, Microsoft Certified Professional (MCP) NT ,
- Microsoft Certified Professional (MCP)2000
- Strong in ERP software (**SAP and ERP**) and in **Accounting Packages**

### **Accounts Experience:**

- Expertise in **Tally, ERP, SAP** for the all the modules such as **Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules**
- Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- Expertise in monthly job analysis
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Expertise in managing the Fund Management
- Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
- Strong in interaction with Auditors for Finalization of Accounts
- Experienced in preparation of monthly Bank Reconciliation statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Well versed in preparation of department wise Monthly Collection Report.
- Expertise in reconciliation of receivable & payables with their respective statements
- Expertise in dealing with banks for issue of Letters of Credit and Bank Guarantee and other various issues
- Expertise in Preparation of monthly schedules
- Expertise in Quarterly TDS Returns Preparation, Yearly VAT Returns Preparation, CENVAT, Yearly VAT Returns Preparation, Income Tax return finalizations.
- Expertise in Service Tax returns Preparations.
- Supervising and coordinating subordinates to ensure in smooth accounting.
- Handling Self-Correspondence with all Business Clients, Suppliers and Banks
- Enhanced the credibility of finance function by generating accurate and timely MIS Reports
- Diplomatic and Excellent in Public Relation and Office Administration
- Strong in adopt new analytical approaches, tools & environment.
- Branch Reconciliation, Fund Managements, Balance sheet Finalisations, Analysis of Records, Inventory Control , Maintain records of every transaction for further deals
- Follow up for payments, Maintain records of every transaction for further deals
- Direction to Junior Staff

### **Logistics Experience:**

- Procedure and Processing of **Letters of Credit**  
(Imports and Exports/Local and Overseas/Incoming and Outgoing)
- Corresponding with Suppliers and/or Banks for **Amendment of L/C**
- **Liaison** with Freight Forwarders, Shipping Companies, Ports and Other Local Authorities.
- Familiar in **Customs Clearance**
- Procedure and Processing of **Documents for Imports**

### **Audit Experience:**

- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.

- Verification of Banks Reconciliation Statements, Fixed Assets and Stock

#### **QUALIFICATIONS:**

- ❑ **M.Com from Jai Narayn Vyas University in 2006**
- ❑ **B.Com from Jai Narayn Vyas University in 2003**
- ❑ **Computer Course From Asset International Shastri Nagar, Jodhpur**
- ❑ **ERP PACKAGE: Tally, S.A.P. Trained in SAP).**
  - Accounts Receivables
  - Accounts Payables
  - General Ledger Accounting
  - Bank Accounting
  - Fixed Assets Accounting

#### **PERSONAL PROFILE:**

Date of birth	:	24 March, 1983
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Married
Languages Known	:	English, Hindi, Marwari

\*\*\*\*\*

يروتراؤزرس ام اف جي كمبني (ش.م.ح.)  
**EURO TROUSERS MFG. CO. (FZC)**

P.O. Box : 8565, Saif Zone, Sharjah - U.A.E., Tel. : 00971-6-5571819 / 5571579, Fax : 00971-6-5571817  
E-mail : mktg@eurotrs.ae // info@eurotrs.ae

Date : 20/08/2017

**Experience Certificate**

To Whom It May Concern :

This is to certify that Mr.Somnath Joshi holding Indian passport no. K0174472, employed with us as Senior Accountant from 16<sup>th</sup> May 2012 to 04<sup>th</sup> July 2017 with our entire satisfaction.

During his tenure with us, we found him a sincere, honest, hardworking , dedicated employee with professional attitude and knowledge. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him all success in his future endeavors.

Sincerely,

Euro Trouser Mf Co. Fzc.,

Buddhima Jayathilake  
HR Dept.

