

# Sonal N Sangale

## EXPERIENCE

September 2016–Dec. 2024

**ACCOUNTANT- IIGM PVT LTD & INDIA AGENCIES (Regd.),**  
MUMBAI

- Managed all accounting entries in SAP and Tally Prime, focusing on Accounts Receivable and Accounts Payable.
- Prepared accurate Bank Reconciliation Statements, ensuring alignment with financial records.
- Handled petty cash transactions and maintained accurate Accounting records.
- Generated weekly and monthly outstanding reports, including reconciliations for debtors and creditors.
- Prepared and filed statutory returns for EPF, ESIC, Profession Tax and GST.
- Managed the filing process for Income Tax to meet regulatory deadlines.
- Prepare and analyze monthly aging reports to identify trends and develop strategies for improving cash flow.
- Conducted detailed work for GST Returns to ensure compliance with regulations.

March 2013–Sept. 2013

**EXECUTIVE (Finance & Accounts) –Essel Plast Pack, |MUMBAI**

- Monthly Salary Calculations, Bank Reconciliations, Bill Receivable & Bills Payable.
- Monthly calculation of VAT, Sales Tax, PF & Professional tax.
- Preparing MIS report, coordinating with banks, Debtors & Creditors
- Co-ordination with Auditors, Sales Tax, collection of 'C' Form.
- Accounting entries in Tally ERP.9, debtors aging & MIS reports

November 2011–December 2012

**ACCOUNTS ASSISTANT– M/S. Gogad Logistics Nashik**

- Preparing Transportation Bills.
- Maintaining the financial accounts in tally
- Petty cash entries and Preparing MIS report
- Prepare reconciliation statements. Verify bank statements, creditor's accounts, debtor's accounts.
- Coordinating with banks, Debtors & Creditors.
- Filling VAT Returns, TDS Returns

## EDUCATION AND TRAINING

February 2012

**M.B.A | Finance**

MGV's IMR, Nashik-University of Pune

Percentage:55%

March 2009

**B.M.S | Finance**

S. K. Somaiya College, Mumbai- University of Mumbai

Percentage:62%



📍 Al Rolla, Al Raffa,  
Dubai

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## SUMMARY

To contribute to the financial sector by enhancing organizational financial measures and performance through the development and application of analytical and problem-solving skills. I aim to drive strategic decision-making and support sustainable growth within

## SKILLS

- Goal Oriented
- Leadership
- Problem-Solving
- Customer Relations
- Self Disciplined
- Team Player
- Excellent Interpersonal Skills

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## PERSONAL INFORMATION

- Age: 35years
- Gender: Female
- Nationality: Indian
- Marital Status :Married

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## TECHNICAL SKILLS

- SAP S/4 HANA, SAP Business One
- Tally ERP, Tally Prime
- Microsoft Office (Word, Excel ,Power Point, Outlook)

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## LANGUAGES

**Marathi:** First Language

**Hindi:**

UpperIntermediate(B2)

**English:**

UpperIntermediate(B2)