



Sonal G Baddi

Accountant

PROFILE

Highly detail-oriented accounting professional skilled in account reconciliation, spreadsheet tracking, and auditing support. Exceptional at verifying documentation and calculations to ensure record accuracy. Well-versed in legal requirements and accounting best practices

CONTACT

- +971 54 577 5819 (UAE)
- +91 80501 30656 (IND)
- hire@sonalbaddi.com
- Currently Staying in Dubai

SKILLS

- MS Word:** Skilled in creating detailed reports & Professional Documentation
- MS Excel:** Advanced in data analysis, pivot tables, and financial modeling.
- Tally Prime(ERP) :** Expertise in managing financial transactions and generating statements.
- Bookkeeping:** Experienced in accurate transaction recording and account reconciliation.
- ERP Software:** Proficient in using ERP systems for streamlined financial processes.
- Balance Sheet Reconciliations:** Skilled in ensuring accuracy and resolving discrepancies.

EDUCATION

KARNATAKA UNIVERSITY (2019-2021)
BACHELOR OF COMMERCE

PURSUING US CMA

MASTER OF BUSINESS ADMINISTRATION

Pursuing an Online MBA from Amity University Noida

EXPERIENCES

UMASHANKAR AND COMPANY - HUBBALLI, INDIA,
03/2022 - 07/2024 (Accounting Assistant)

- Filing of GST Returns, TDS Returns, Income Tax Returns.
- Experience in Statutory Audit, Income tax Audit, Internal Audit, Stock Audit and Concurrent Audit
- Experience in Preparing Financial Statements and MIS Reports.
- Experience in Incorporating Company and ROC Related forms
- Prepared month-end closing entries for detailed reporting and record keeping.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

EXTRO MARKETING AGENCY - HUBBALLI, INDIA
02/2021 - 02/2022 (Account Analyst)

- Conducted in-depth monthly report analysis to identify trends and optimize performance.
- Successfully executed profit and loss analysis to provide actionable insights for strategic decision-making.
- Demonstrated proficiency in account scanning, ensuring financial accuracy and integrity.

VR PATIL TAX CONSULTANT - HUBBALLI, INDIA
01/2020 - 01/2021 (Accountant)

- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense
- Management and various reconciliations.
- Produced Monthly and year-end closing statements, financial documents and invoices.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.