



Resume

HIREN SONERI

Current Address.: Sur, Oman

Permanent Add: Girdharnagar Society
Katwad road Himmatnagar,
Gujarat, India. 383001

MAIL ID: hirensoneri@gmail.com

CONTACT NO: +968 92454528  

LinkedIn: <https://www.linkedin.com/in/hiren-soneri-a08649204>

Profile Summary:

Detail-oriented and results-driven professional with a strong background in accounting, administration, and banking. Proven expertise in managing financial operations, maintaining accurate records, and providing exceptional customer service. Demonstrated ability to ensure compliance with regulatory requirements and streamline administrative processes. Excellent analytical skills, attention to detail, and proficiency in financial software and tools. Strong communication, organizational, and problem-solving abilities. Seeking an opportunity to leverage my skills and contribute to a dynamic organization.

Academic Qualification:

Degree	INSTITUTE	Year
B.B.A. (India)	HNGU	March 2013

Organizational Experience

COMPANY NAME	POSITION	DURATION
HDFC BANK LTD (India)	SALES OFFICER	04/2015 to 01/2017
ICICI BANK LTD (India)	OFFICER	01/2017 to 06/2017
KOTAK MAHINDRA BANK (India)	ASSISTANT MANAGER	06/2017 to 06/2019
IIFL FINANCE LTD (India)	BRANCH MANAGER	06/2019 to 01/2022
SUR CERAMICS (Oman)	ACCOUNTANT CUM ADMIN	01/2022 to continue

Job Description:

- Managed full-cycle accounting processes, including accounts payable, accounts receivable, general ledger, and bank reconciliations.
- Prepared financial statements for management review.
- Conducted monthly, quarterly, and annual closing procedures, ensuring accuracy and timeliness.
- Implemented and maintained internal controls to safeguard financial assets and prevent fraud.
- Managed payroll processing, including accurate calculations of wages, taxes, and deductions.
- Developed and implemented streamlined procedures to improve efficiency and accuracy in accounting processes.
- Assisted in the selection and implementation of accounting software, contributing to enhanced productivity.
- Provided administrative support, including managing calendars, scheduling meetings, and handling correspondence.
- Processed financial transactions, including deposits, withdrawals, and fund transfers, accurately and efficiently.
- Assisted customers with account inquiries, resolved issues, and provided exceptional customer service.
- Maintained accurate records of transactions, customer accounts, and related documentation.
- Ensured compliance with banking regulations and internal policies.
- Conducted financial assessments and recommended suitable banking products and services to customers.
- Collaborated with cross-functional teams to resolve customer issues and improve service delivery.
- Assisted in training new employees on banking procedures and policies.
- Managed daily cash transactions, including balancing cash drawers and reconciling discrepancies.
- Stayed updated on industry trends, changes in banking regulations, and product offerings to provide informed recommendations to customers.

Skills and strength:

- Cash Operations
- Accounts Payable/Receivable
- Regulatory Compliance
- Internal Controls
- Administrative Support
- Customer Support
- Self-Motivating and positive attitude.
- Co-ordinate the team work
- Dynamic, Optimistic, and Adaptive
- Team Leadership capability

Computer Proficiency:

- MS-Office, Wings Books, Oracle, Flexcube

Personal Profile:

- Gender: Male
- Marital Status: Married
- Date of birth: 30-07-1992
- Nationality: Indian
- Language: English, Hindi, Gujarati
- Driving License: India & Oman

Declaration:

I hereby declare that all the information given above is true to the best of my knowledge

Hiren Soneri