

GAURAV PRAKASH SONI

CONTACT DETAILS

Flat-44, Bld-88, Rd- 330, Manama-304, Kingdom of Bahrain.
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+973-39863931

PERSONAL DETAILS

DOB: 18th December 1993
Nationality: Indian
Sex: Male
Language Known: English, Gujarati, Hindi.
Marital Status: Unmarried
Birth Place: Bahrain
Education from: S.S.C- The Indian School, Bahrain (ISB)
H.S.C - The Indian School, Bahrain (ISB)
Graduation – Mithibai College(Mumbai)

KEY STRENGTHS

Quick and eager learner.
Good Communication and presentation skills.
Good with figures and analysis.
Well versed with basics of computer and Microsoft Office.
Tolerant and co-operative.
Valid Driving License. (Kingdom of Bahrain).
Familiar with the culture of the region.

EDUCATION

High School: 10th Std, The Indian School, Bahrain (CBSE Board)
12th Std, The Indian School, Bahrain (CBSE Board)
Graduation: **Bachelors in Banking and Insurance. (B.B.I)** (Mumbai University)

COURSE/ DEGREE	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
T.Y. B.B.I	Mumbai University	2014	75%
S.Y.B.B.I	Mumbai University	2013	70%
F.Y.B.B.I	Mumbai University	2012	65%
XII	CBSE Board	2011	83%
X	CBSE Board	2009	69%

PROJECTS	Business Plan on E-Thermos, Organizational Behavior, F.YB.B.I
	Development Banks, Principles in Banking and Insurance, F.YB.B.I
	Call Money Market , Financial Markets, S.YB.B.I
	Formal Organization, Environmental Management, S.YB.B.I
	Mortgage, Financial Markets, S.Y.B.B.I
	Sub-Prime Crisis, T.Y.BBI

ANY OTHER QUALIFICATIONS	COMPANY SECRETARY FOUNDATION COURSE 75%
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WORK EXPERIENCE	Kavya Jewellers, Bhuj-Kutch, Gujarat, India. (Sept 2014- Nov 2015) Accounts/Sales Executive.
	Transgulf Car Rental – Bahrain (Dec 2015 - Currently working). Senior Accountant: <ul style="list-style-type: none"> • Communicating with bank personnel for any dispute or enquiry. • Written and verbal communication with suppliers and customers for any enquiry, payment reminder, etc. • Managing and recording receipts and payments on daily basis. • Updating the A/c of debtors and creditors. • Reconciling accounts of Debtors and regularly following up for payments accordingly. • Reconciling accounts of creditors and preparing payments accordingly. • Reconciling credit card statement against respective invoices. • Keeping a track of daily sales and respective deposits made. • Booking monthly expenses.

EXTRA- CURRICULAR	Hobbies: Outdoor games & Sports, Listening Music & Reading Books, Strolling, Watching Movies, Cooking.
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ACHIEVEMENTS	YOUTH FESTIVAL (INTER COLLEGE FESTIVAL) Consolation Prize for Skit on Inflation
	BHAUSAHEB COMPETITION (STATE LEVEL HINDI DRAMA COMPETITION) Merit Certificate for Acting
	A.B.S.S CULTURAL COMPETITION (NATIONAL LEVEL COMPETITION) Best actor (Male Category)
