



## GANESH MOHITE

**Problem Solver, Quick  
Learner**

### Contact

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Karama, Dubai UAE

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### Skills

- Microsoft Excel
- Tally ERP.
- Microsoft GP
- Gofrugal
- Quick Books
- Time Management
- Communication
- Team Work

## Summary

Driven accountant with five + years of experience of managing department-wide accounts payable, receivable, purchase, Executive, billing, assists in audit, maintaining records, payroll, Reconciliation, assists tax return & other operational duties. Looking to apply my expertise and skills in relevant software and application, including Tally Erp, Microsoft GP, Gofrugal Excel & MS Office.

## Education

Bachelor Of Accounts and Finance (BAF)  
Western College Of Commerce & Business Management, Sanpada,  
Navi Mumbai —  
JUN 2015 - OCT 2018

## Experience

### Al Adil Trding Co LLC, Dubai UAE —

#### Accounts Payable

JULY 2022 - WORKING

- Bank Reconciliation, Reconcile accounts payable and receivable
- Handle monthly, quarterly and annual closings
- Check figures, postings, and documents for correct entry, maintain all files, records.
- Handling Banking Work, make payment through online & offline, Ensure timely vendor & utility payments
- Process for payment of vendor, rent, utility & other expenses as per due dates.
- Book expenses & payment in system & maintain record.
- Check & post purchase invoices.
- Reconcile vendor ledger, gives balance confirmation
- Assist with auditing
- Manage all accounting transactions

### United Engineering Corporation, Byculla, Mumbai —

#### Accountant cum Purchase & Sales Executive

FEBRUARY 2020 – JULY 2022

- Handling Accounting Operations on a daily basis
- Prepare Sales Invoices.
- Handling receipts, petty cash vouchers.

## Languages

English  
Hindi  
Marathi

## Personal Details

### Full Name:

Ganesh Maruti Mohite

### Date Of Birth :

3<sup>rd</sup> September 1997

### Nationality:

Indian

### Gender :

Male

### Status :

Single

### Visa Status :

Employee Visa

### Address:

Nerul, Navi Mumbai 400706  
Maharashtra

## Hobbies

Traveling  
Photography  
Playing Cricket  
Watching Movies

- Assist with monthly closings procedures. – Assist with tax returns.
- Send orders to Manufacture as per requirements.
- Send offers to clients & follow up for orders.
- Once order will receive from the clients, execute the orders (complete all process from purchase to sale).
- Negotiate with manufacturer for discount, delivery Etc.
- Accounts Payable - Need to verify invoice & details
- Accounts Receivables- Coordinate with the clients for payment
- Vendor & Clients Account Reconciliation
- Reconciling the company's bank statements and Book keeping ledger
- Handle Credit card Exp (Check credit card expenses & passed journal entries according)
- Check ITC as per our invoice (Input tax return)
- Maintain all accounting records.
- Handling Petty Cash.

### Casa Modia, Turbhe Navi Mumbai —

#### Account Executive

AUGUST 2019 - JANUARY 2020

- Bank Reconciliation
- Billing
- Accounts Payable
- Check Missing Invoices
- Prepare Monthly Expanses data

### Rama Enterprises, Vashi Navi Mumbai —

#### Accountant cum Admin

APRIL 2017 - JULY 2019

- Prepare invoices, file & maintaining rerecord
- Accounts Receivable - contact with client for payment.
- Handling Petty Cash & Book expenses as per vouchers.
- Maintain Accounting Records (Record all expenses & income )
- Bank Reconciliation.
- Assist in completing audits.
- Monthly Stock check.
- Check stock & send order to Manufacturer
- Prepare payroll data
- Handling all banking works
- Monthly stock check
- Assist in internal Audit