



imrangangrekar@gmail.com



+971566570786
+971503718761
+919004619196



Dubai, UAE



Indian

DOB : 03/08/1982

MARITAL STATUS : SINGLE

PASSPORT NO. P9379727

EXPIRY : 09/04/2027

EDUCATION

Bachelor of Commerce:
Commerce Appeared
Mumbai University, India

Diploma in Account Assistant:
Commerce
Government of India, India

Diploma in Computer:
Computer Application
Government of India, India

IMRAN GANGREKAR

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

July 2019 - March 2023

AL FAKHAR PERFUMES AND COSMETICS TRADING LLC - Accountant, Dubai, UAE

- Reconciled accounts from income and expense data to net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared monthly and daily bank reconciliations with accuracy.
- Liaised with and managed relationships with external auditors to prepare excellent audit reports.
- Coordinated recordkeeping for compliance, tax preparation and external audits.
- Organized timely processing of invoices and payments.
- Handled supplier invoices from receipt through to timely payment.
- Developed records storage and maintenance for improved audit reliability.
- Upheld strict housekeeping standards to maintain clean ledgers.
- Reviewed and approved payments in line with company policies.
- Verified invoice and expense claims' accuracy ahead of processing.
- Followed up on past due accounts to collect outstanding balances.
- Maintained company purchase and sales ledgers.
- Verified items billed against items received, following up with vendors to reconcile variances.
- Established credit limits for new and existing customers, performing credit checks to minimize risk of debt.
- Performed reconciliation and preparation of bank accounts on weekly and daily basis to identify and clear transactions.
- Addressed billing enquiries to correct errors and answer questions.
- Reconciled general ledger accounts with 100% accuracy.
- Reviewed customer invoices for accuracy and posted information to general ledger.
- Handled account payments and provided information regarding outstanding balances.

LANGUAGES

English

Advanced

Hindi

Advanced

Urdu

Advanced

Marathi

Advanced

- Managed payroll by tracking employee hours and entitlements.
- Developed records storage and maintenance for improved audit reliability.
- Completed opening and closing procedures of Cash and Petty Cash each day.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Prepared and submitted end-of-shift reports using Software.
- Handled currency payments, secured funds in register and prepared deposits at end of day.
- Assisted with cashier close-down by counting drawer change and processing vouchers.
- Maintain daily and weekly basis Debtors and Creditors.
- Reporting monthly age-wise debtors and creditors to report management.
- Handling and maintain daily basis filing of Purchase, Sales, Payment, Receipt, Import and export Documentation.
- Solving Auditors Queries on given time.
- Prepared monthly P/L and Reporting to management.
- Maintain Banks and Cash Balances as per requirement of the company.
- Trained warehouse staff to maintain stock inventory.
- Investigated missing items, discrepancies and losses.
- Controlled best before dates to properly utilize stock.
- Managed stock rotations to balance inventory of perishable products and minimize wastage.
- Scheduled delivery and logistical operations to minimize risk of delays.
- Maintained organizational records of gross and net employee salaries.
- Processed payroll and calculated deductions by accurately.
- Processed holiday or leave requests, maintained related documentation and calculated appropriate payments.
- Documented employee attendance, leave and overtime and updated database.
- Generated employee wage and benefit payments via physical cheque or electronic transfer.
- Completed accurate payroll calculations using manual or computerized systems.

January 2013 - July 2019

Freedom Fragrances - Accounts Assistant Manager, Mumbai, India

- Handling and Managing Debtors & Creditors.
- Prepare Bank Reconciliation Statement on daily basis.
- Preparing Cheque for Various Vendors.
- Calculate TDS on Various Bills and Making Payments.
- Handling Inventory Level Entries and Maintain Stock, Like Production, FG, SFG, Calculate Material for Products and making BOM.
- Reporting to Directors of the Company.
- Making all levels entries like Journal, Payments, Receipts, Sales and

Purchase etc.

- Submitting monthly Debtors, Creditors age-wise, Stock, Sale and Purchase Direct Report to Partner of the Company.
- Co-ordinate with Auditors and Assist in Finalization.
- Prepare Monthly Sales and Purchase Register for TAX purpose.
- Solving and Co-ordinate with IT to Solving network and Accounting Software Related Errors
- Checking employees attendance and Prepare Salary Sheet to Transfer Salary.

November 2007 - December 2012

PANAMA PETROCHEM LTD - Accounts Executive, Mumbai, India

- Maintain Sundry Debtors and Creditors for keep data up to date.
- Prepare Monthly Purchase and Sale Register for TAX Purpose.
- Prepare Monthly TAX Reports.
- Calculate TDS on Invoice and Issue Payment.
- Preparing Payment, Receipt and Petty Cash Vouchers.
- Making Purchase Order in System for various Types of Goods.
- Co-operate and Co-ordinate with Internal and External Auditors.
- Monthly Preparation of age-wise Debtors and Creditors and Direct Reporting to the Directors of the Company.
- Follow up Debtors for Payment.
- Making entries like Journal, Purchase, Sale, Bank Payments and Receipts.
- Preparing Bank Reconciliation statement on monthly basis.
- Scrutiny Ledger and solve errors.
- Tallying inter-company balances.
- Assist in Finalization of Accounts.
- Solving all problem related to IT and Software.

SKILLS

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|---------------------------|--|
| • Payroll processing | • Administrative support |
| • Financial reporting | • Audit coordination |
| • Account reconciliation | • Strong communication |
| • Calculating liabilities | • V-lookups |
| • Invoice preparation | • Accounts Payable/Accounts Receivable |
| • VAT returns | • Data entry |
| • Tax law understanding | • Pivot tables |