

# MANSI GOGATE

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*I am a highly competent and team spirited professional with expertise in Accounts Receivable including Credit Card and Cash reconciliations. I have strong communication skills and am a keen learner which enables me to take on additional responsibilities in new areas within the Finance function. I am an expert in TALLY Software and have been successful in training various new staff in the usage of the system*



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## KEY AREAS OF EXPERTISE

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- Accounting
- Financial Reports
- Tally / ERP
- Data Analytics
- Reconciliations

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## EXPERIENCE & ACHIEVEMENTS

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### **BRITISH ORCHARD NURSERY (BON), Dubai, UAE**

#### **Senior Accountant February 2019 till date**

With over 25+ International & National Quality Awards, BON is UAE's most-awarded nursery chain in the GCC region with a singular focus on quality education and child development with over 25+ convenient locations in the UAE.

As a Senior Accountant, I am responsible for managing the Accounts Receivable function for 25 branches across Dubai and Abu Dhabi which includes Cash collections, Cash Receipts and Post Dated Cheques/Credit Card/Paytab reconciliations

- Reconciling Cash Receipts with Cash Deposit and Bank statements
- Ensuring timely deposit of Post Dates Cheques
- Follow up on Bounced cheques and ensuring subsequent collections
- Follow up with individual branches for term outstanding
- Escalating exceptions to Senior Management
- Monthly Cash/Bank/Credit card/Paytab reconciliation
- Follow up with bank for delayed deposits
- MIS reporting
- Liaising with Principals for various HO requirements
- Preparing various reports as required by Auditors



### **Mastermind Accounting & book keeping: Dubai**

#### **Accountant November 2018 till February 2019**

- Handling client base accounts including data entry
- Daily petty cash tally.
- Computation and payment of staff salaries on a monthly basis
- Advising and assisting the Management in the compilation and control of budget
- Bank Reconciliations
- Ensuring appropriate financial control in compliance with current policies.
- Preparation of reports till finalizations including audit requirements

**GINEE ENGINEERING COMPANY:** Panvel, India  
**Sr. Accountant & Admin March 2003 to March 2016**



- Preparation of monthly, quarterly and annual financial reports
- Tally ERP entries
- Preparation of monthly, quarterly and annual budgets
- Computation and payment of monthly staff salaries
- Bank reconciliations
- Working with external auditors to carry out annual external audits
- Supervising day-to-day operations of the accounting team
- Other financial management duties assigned by the Director
- Answers phone calls and transfer them as necessary
- Maintain stock lists and orders for office supplies as needed
- Manage staff expenses

**SBM PRIVATE LTD:** Pune, India



**Accountant & Admin Jan 2001 to June 2003**

- Daily maintenance of accounts ledger
- Manage petty cash account and review expense claims
- Prepare payment vouchers, journal vouchers, goods received voucher, local purchase orders, delivery notes, quotations, invoices, debit notes, credit notes, receipts, and other accounting documents
- Bank reconciliation
- Manage accounts payables and receivables
- Maintain inventory in ERP 9 Tally
- Complete monthly cash flow analysis
- Prepare and review employee payrolls, leave salaries, gratuities, and other benefits
- Complete end of month and end of year accounts closing
- Communicate with relevant agencies to produce travel itineraries for business directors and employee events
- Arrange meetings by blocking appropriate meeting times, booking rooms, and planning refreshments
- Manage correspondence by answering emails and sorting mail
- Up-to-date record keeping and filing of documents

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#### **EDUCATION & TRAINING**

**Master of Commerce** Pune University, 2003  
**Bachelor of Commerce** Pune University, 2001

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#### **TECHNICAL PROFICIENCY**

MS Office – Proficient with MS Excel, ERP 9 Tally  
Local Area Network, Windows NT, Networking Essentials, and AutoCAD from NIIT