



GANESH MOHITE

Problem Solver, Quick Learner

Contact

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Skills

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

Languages

English
Hindi
Marathi

Hobbies

Traveling
Photography
Playing Cricket
Watching Movies

Summary

To be associated with a progressive organization that gives an opportunity to implement my knowledge, skills and positive contribution towards the growth of my professional career and organization also.

Experience

**United Engineering Corporation —
Accountant cum Purchase & Sales Executive**

FEBRUARY 2020 – JULY 2022

- Handling Accounting Operations on a daily basis.
- Send quotation & Get order from Client & order to Manufacturer.
- Preparation of sales invoicing, Receipts, petty cash vouchers.
- Execute orders (complete all process From purchase to sale)
- Accounts Payable - Need to verify invoice & details
- Accounts Receivables-Coordinate with the clients for payment
- Vendor Account Reconciliation
- Bank Reconciliation

**Casa Modia, Turbhe Navi Mumbai —
Account Executive**

AUGUST 2019 - JANUARY 2020

- Billing
- Bank Reconciliation
- Accounts Payable.

**Rama Enterprises, Vashi Navi Mumbai —
Accountant cum Admin**

APRIL 2017 - JULY 2019

- Prepare invoices & receipts
- Accounts Receivable (contact with client for payment)
- Handling Petty Cash
- Maintain Accounting Records (Record all expenses & income)
- Bank Reconciliation
- Assist in completing audits.
- Handling all banking work
- Monthly stock check

Education

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