

# Ganesh Mohite

Problem Solver, Quick Learner.

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## EXPERIENCE

### **United Engineering Corporation, Byculla Mumbai –** **Accountant cum Purchase & Sales Executive**

FEBRUARY 2020 - PRESENT

- Handling Accounting Operations on a daily basis.
- Send quotation to client,
- 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 invoices, Amount, Tax, Description, Item received stem & sign documents.
- Coordinate with the clients for payment
- Vendor Account Reconciliation
- Office Requirements
- Bank Reconciliation
- Handling all banking work

### **Casa Modia, Turbhe Navi Mumbai –** **Account Executive**

AUGUST 2019 - JANUARY 2020

- Billing
- Bank Reconciliation
- Accounts Payable. Need to verify invoices, Amount, Tax, Description, Item received stem & sign documents.

### **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.
- Update Journal entries
- Handling all banking work
- Monthly stock check

## SKILLS

- Microsoft Office
- Tally ERP
- Quick Books
- Time Management
- Communication
- Data Analysis
- Team Work

## HOBBIES

- Cricket
- Carrom
- Photography
- Traveling

## LANGUAGES

- English
- Hindi
- Marathi

## EDUCATION

**Western College Of  
commerce & Business  
Management, Sanpada,  
Navi Mumbai –**  
**Bachelor Of Accounts &  
Finance (BAF)**

JUN 2015 - OCT 2018