

RESUME

Mangesh Nimbalkar

Account Executive

Thane, Maharashtra

Email:- nnmangesh99@gmail.com

Cell No:- 8485814400/8766550066

Willing to relocate to: Navi Mumbai, Maharashtra - Kalyan, Maharashtra - Thane, Maharashtra.

Career Objective:- To get the satisfaction through quality work with full loyalty towards work
And achieve respectable and challenging in your esteemed company.

Work Experience

Account Executive

Organization:- Shyam Indofab Pvt Ltd - Amravati, Maharashtra

Department:- Finance & Commercial

Role:- Accounts Executive

Duration:- 20 May 2019 To Till Date

Key Responsibility:- Ensuring proper accounting for invoices in ERP Lighthouse system. Handling Expenses & payments cycle relating accounts payable, banks & vendors. Mainly role play booking Expenses & Checking Invoices with as per agreements & Rates. Bank reconciliations Statement in daily basis. Ledger Reconciliation of Vendors. Working in Excel with VLookup & Pivot Table.

- GRN
- Expenses Entry
- Purchase entry
- Sale entry
- Banking
- Traveling reimbursement claim
- Contractor Bill checking
- Labour contractors Bill booking
- TDS working
- Freight charges
- Transportation charges
- International Freight charges
- Postage and courier service
- Incentive

- salary
- GST working
- Canteen facility working
- online banking
- Receipt and payment entry
- Payment to creditors
- Payment of Electricity and water
- Vehicle Expenses Tracking
- Domestic and International Sale
- International Courier Tracking
- Air Ticket Expenses
- Tour and Travels expenses
- Security Guard service expenses
- HR and Admin Expenses
- Guest House Expenses
- Trainee Stipend Expenses
- Hotel Expenses
- Canteen Expenses
- Purchase Invoices GRN

Accountant

Organization:- Vidarbha Maharogi Sewa Mandal Tapovan Amravati - Amravati, Maharashtra

Department:- Finance & Commercial

Role:- Accounts Executive

Duration:- 01 April 2015 to 19 May 2019

Key Responsibility:- Ensuring proper accounting for invoices in Tally. Handling Expenses and payments, Journal Vouchers, Bank Entries, cash book handelling, cycle relating accounts payable, banks & vendors. Bank reconciliations Statement in daily basis. Ledger Reconciliation of Vendors & Customers.

- Tally operator
- Sale invoicing.

- Purchase entry
- Cash book entry
- Bank reconciliation
- Ledgers scrutiny and Reconciliation
- Audit working
- TDS working
- GST working
- Expenses booking
- Travelling claim
- Banking
- Receipt and payment entry
- Payment to creditors
- Tracking Record of Debtors
- Stock management
- Salary Entry
- Assets and liabilities
- Fixed Deposit
- Agriculture Income and expenses
- Hostel Expenses
- Messing and General Expenses
- Vehicle Expenses
- Income Tax working
- Attend Meeting of Trustee
- Tender Process
- Industrial workshop Accounting
- Hospital and Medicine Expenses
- Grants in Aid
- Expenses agst Grants

- Report to Charity Commissioner
- Monthly and Quarterly Report to Govt of Maharashtra office

Accountant

Organization:- KK Cambridge International school - Amravati, Maharashtra

Department:- Finance & Account

Role:- Accountant

Duration:- March 2016 to March 2018

Key Responsibility:- Ensuring proper accounting for invoices in Tally. Fee Receipt & Follow up & Tracking Record. Handling Expenses and payments, Journal Vouchers, Bank Entries, cash book handelling, cycle relating accounts payable, banks & vendors. Bank reconciliations Statement in daily basis. Ledger Reconciliation of Vendors & Customers.

- Fee collection
- Receipt Entry
- Payment Entry
- Expenses Entry
- Follow up & Tracking Fee Record
- Data Preparation of Students
- Accounts & Finance
- Banking
- Vehicle Expenses
- School Bus Management
- Teachers Documents Filing
- Salary & Wages
- Creditors Payments
- Fee structure and Function
- Staff Salary
- Audit
- Journal Voucher Entry

- General Expenses
- Admin Expenses
- Directors Expenses
- Admin work

Education

- **Master's in Commerce**

Amravati University - Amravati, Maharashtra

June 2010 to May 2012

- **Bachelor's in Commerce**

Amravati University - Amravati, Maharashtra

June 2007 to March 2010

- **Higher Secondary(12th Pass) in Commerce**

Maharashtra State Board - Maharashtra

June 2005 to February 2007

Skills / IT Skills

- **Tally (7 years)**
- **Microsoft office (10+ years)**
- **Lighthouse ERP (2 years)**

Languages

- **Marathi - Expert**
- **Hindi - Expert**
- **English - Intermediate**

Certifications and Licenses

- Tally ERP 9.0
- MS-CIT

Additional Information

- MSCIT

Personal Details

Name :- Mangesh N. Nimbalkar

Date of Birth :- 09th January 1990

Gender :- Male

Marital Status :- Married

Nationality :- Indian

Address :- Kopri Colony, Parshiwadi,
Thane East - 400603
Mumbai, Maharashtra

Declaration :- I hereby declare that the above information is true as per the best of my knowledge.

Place: - Thane

Yours Faithfully,

Date :- 16-03-2021

(Mangesh N Nimbalkar)