

# Sumit P. Mandgaonkar

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E-Mail: [sumit.mandgaonkar@rediffmail.com](mailto:sumit.mandgaonkar@rediffmail.com)

- **Objective:**

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Experienced General Ledger Accountant and reporting with excellent communications and computer skills. Extensive knowledge of Balance sheet reconciliation and preparation of accounting ledgers and Analysis, Prepare Financial reports, Possesses excellent problem solving and organizational skills.

In a lookout for challenging and rewarding opportunity in an organization wherein I could get more exposure on my career, Develops& Maintain good business relations with clients.

And I can utilize my skills and knowledge which will contributes towards organization growth. Prepare, examine and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards

- **Skills:**

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I have strong Reporting and Analysis experience. Excellent communication skill both oral and written. Has high accuracy in calculation. I am capable for problem solving. I am able to pay attention to root cause analysis. I am able to manage multiple tasks and smart working.

- General Ledger
- Journal Entries
- Balance sheet reconciliations
- Internal Financial Control
- Proficiency in IT
- Bank reconciliation statements
- Accounts Payable/Receivable
- Procurement Reporting and Analysis
- Accruals & Provision.
- Revenue Recognition

- **Key strength:**

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- Strong Accounting experience and knowledge
- Controlling on debtor and creditor
- Analysis leakage in revenue on monthly basis
- Preparation of Financial reports
- Bank Reconciliation
- Manage general ledger accounts
- Good knowledge of General Ledger, financial processes
- Balance sheet reconciliations
- Root cause analysis
- Variance analysis
- Reviewed accounts payable vouchers for accuracy
- Working knowledge of All Banking transaction.

- Captive service industry experience
- Daily & monthly reporting preparation.
- Accounts Payable/receivable
- Multitasking, Self Starter
- Smart Working.
- Handled different regions like US, EUROPE and ASIA
- Ms excel
- Working on different software's like IFS, QuickBooks.

- **Professional Experience:**

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- **Maersk GSC India Pvt. Ltd, Pune ::(1st April 2019– Present):**

- **Designation:- Specialist (Finance & Accounts)**

- **Job Profile & Responsibilities:-**

- **Successfully Implemented IFS 10 Project & Transition of Aarhus terminal (60 Days)**

- Manage the monthly close process such that the entity is on a pathway to constant improvement in terms of quality and speed of close
- Analysis Procurement Reports like PO report, GRIR report, Other vendor related reports on monthly basis and preparing dashboard for review.
- Produce timely, accurate and reliable financial information
- Post accruals/prepayments, reconcile intercompany accounts, P&L and balance sheet accounts manage and control the fixed asset register (FAR), capital expenditure controls and reporting, produce monthly consolidation reporting
- Conduct quality control checks to ensure all financial statements and tables are correct and precise as well as responsible for maintaining accurate books of all entities.
- Prepare dashboard of Revenue and discuss with CFO about revenue linkage
- Sharing revenue trend analysis with MD
- Ensure compliance with statutory law and financial regulations
- Develop financial reviews/analysis of GL transactions
- Manage the chart of accounts/general ledger to ensure that transactions of the company are properly reflected in our books/record
- Cash flow management – manage cash flow by tracking transactions and regular reviewing internal reports.
- Prepare regular reporting and analysis package, including comparative reports (actual, budget, forecast) of financial position – ad hoc, monthly quarterly, annual
- Work closely with management/executive teams to share reports and analysis findings
- Accounts receivable management and collection
- Accounts payable oversight – controls, processes, disbursements
- Providing accounting policy support for all/any new transactions as well as ensure that past policy is still/always applicable – modify as needed
- Ensure accounting processes/recording of company transactions are set-up in a way to provide the right level of info without being unnecessarily unwieldy
- Prepare any schedule require for tax returns. i.e sales tax , wht, vat
- Improving efficiency and looking for ways to reduce costs across the business
- Demonstrate innovation with focus to improve process-enhances efficiencies and adds value, ensuring quality consciousness in all operational aspects of the team
- Preparation of management reports based on yard inventory
- Prepare & sign of ICR, Vendor reconciliation, Debtor Reconciliation

- Implementation of corporate governance policies and internal control guidelines
- Conduct pre-& Post month activities, Post Accruals & Provisions Journals, General Ledger Scrutiny & posting correction Journals
- Prepare GRIR (Goods receipt Invoice Receipt) report, Open PO Report, Supplier Spend Report(SR), Supplier Ageing Analysis Report(SR) on WD -2, WD 5 & send it to Location
- Perform root cause analysis for open reconciliation items and submit to management to take appropriate call
- Authorization of all payment/receipt entries and set off entries posted by accounts payable and accounts receivable team in system.
- Review and approve all monthly reconciliations, loan schedules, bank reconciliations, etc

### **Integrative Systems (I) Pvt. Ltd.:(10th Oct 2016-10th March 2019)**

#### **Designation:- (Accounting Analyst)**

#### **Job Profile & Responsibilities**

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### **ATA Freight Line India (P) Ltd.:(8th July 2014– 04th Oct 2016)**

**Designation:- (Executive)**

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**Maersk GSC India Pvt. Ltd, Pune ::( 01st March 2010– 30th June 2014):**

**Designation:- Process Expert (Finance & Accounts)**

**Job Profile & Responsibilities:-**

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- **Educational Qualification**

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- **MBA in Finance.**
- **Graduation in commerce.**

- **Additional Skills**

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- **Working in a fully computerized environment having Proficiency in MS-Office, Windows, Excel**
- **Functional knowledge of Accounting Packages ( IFS, QuickBooks)**

- **Personal Details**

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- **Present Address: Flat no.204, Audumber Colony, Kale Padal. Hadapsar, Pune**
- **Passport No: H7459336**
- **Date of Birth: 28th May 1986**
- **Marital Status: Married**
- **Languages Known: Marathi, Hindi, and English**

**Place:**

**Date:**

**Sumit Mandgaonkar.**