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| **HEMANGI** | **MHALGI**  **Phone**: 9892526020 **Email**: [hmhalgi@gmail.com](mailto:hmhalgi@gmail.com)  **LinkedIn**: [www.linkedin.com/in/hmhalgi/](http://www.linkedin.com/in/hmhalgi/) **Address**: Nerul Navi Mumbai  Committed Accounting, Banking and Financial services professional with 15 years of industry experience at national and international levels. Excellence focused on Accounts Payable/Receivable (AP/AR) and general administration with finance skills to maintain internal documents.completing other essential tasks .Highly courteous and effectiveness incustomerfacing rolemaintain top caliber service at all points.Build Productive relations with all colleagues and managers defining and directly responding to needs of various stakeholders.. |
| SKILLS | * Accounting & Finance * Credit Assessment * Accounts Payable and Receivable * Vendor Relationship Management * Invoice Processing * General Ledger * Cash Management * Data Analysis (Advanced Excel) * TALLY ERP 9, MYOB (Accounting Solution in Australia), MS Office, Windows 10, Linux Ubuntu 20.04 * SAP, Siebel |
| CERTIFICATES & EDUCATION | * MBA Finance, YCM Open University * M Com Accounts, Pune University * Diploma in Financial Management, Welingkars Institute Mumbai * B Com Accounts, Pune University * Probability and Statistics Master Certificate, Udemy * Fundamentals of Maths Master Certificate, Udemy * Data Analysis using advanced Excel, Rice University * MYOB Certificate, RMIT University Australia |
| EXPERIENCE | **Teacher/Visitor Lecturer**  Self Employed, 2018 - Present   1. Visiting lecturer for private classes, delivering tuition for commerce students. 2. Conducting home tuition for undergraduates and graduate students for mathematics, statistics, and management, accounts and finance subjects.   **Credit Assessment Officer**  National Australia Bank, Melbourne, 2017 - 2018   1. Home loan credit assessment at NAB, one of the largest financial institutions of Australia. 2. Accurately processed and performed assessment of customer credit limits, reviewed credit history and customer documents. Resolved complex queries from internal and external stakeholders. Assisted compliance coordination activities and maintained confidential records. 3. Monitored progress of existing loan and followed up with the client about loan renewal   **Teacher Accounts**  Self Employed, Mumbai, 2011 - 2016   1. Coaching university students for all commerce subjects like Accounts, Management, and Business Law & Economics. 2. Provided assistance and appropriate feedback, supervising projects and ensured compliance. 3. Participated in professional conferences and seminars. 4. Conduct surprise tests and provide feedback.   **Senior Accounts Executive**  Shriram Transport Finance Company, Mumbai, 2007 - 2009   1. Managed financial statements and customer support for the largest player in commercial vehicle finance in India. 2. Handled customer financial inquiries, coordinated and communicated internal & external stakeholders. 3. Responsible for preparing, analysing and maintaining accurate reports, initiated and managed the month end closing process. 4. Monthly financial and bank reconciliations. 5. Expertly handled AP/AR all financial matters,maintained bank accounts electronically.   **Sales Admin Manager**  G3 Motors (Mahindra vehicles), Mumbai, 2007 - 2007   1. Involved in allotment of vehicles. 2. Prepared MIS Reports. 3. Monitored billing, insurance & registrations. 4. Handled customer inquiries, complaints related to stocks. 5. cashflow forecast,Reconciliation   **Accounts Executive**  Hallmark Honda Automotive, Mumbai, 2006 - 2007   1. Managed complete Sales Accounting for one of the largest dealers of Honda cars. Customer care support related to sales accounts. Processed incentives & vouchers to sales staff. 2. Responsible for invoice processing 3. Completed vehicle realization process. 4. Handled all bank & cash transactions. 5. Maintained Fund Flow Accounting. 6. Scrutiny of monthly stock & material consumption statement. Checked & processed of all debit & credit notes to Honda cars. Managed accounts payable, accounts receivable, and payroll departments.   **Accounts Executive**  Fortune Cars (TATA Motors), Mumbai, 2002 - 2006   1. Interacted with customers regarding finance options and accounting queries. 2. Coordinated with the sales team and internal departments on sales. Bank transactions & reconciliation of bank statements. Managed correspondence with TATA Motors. 3. Reviewed expense reports and cash advances. 4. Process accounts payable checks & ensure invoice payments. 5. Expertly handled accounts payable and receivable and all financial matters. 6. Daily monitored of local requirements and liquidity management.   I have also worked at H.K.Chandalia &Co., CA Firm, and Varad Engineering from 1999 to 2002 as Audit, Accounts Assistant. |