

# MAYURI DILIP DHOTRE

4A/1003, Chakravarti Ashok Hsg Society, Sahar Road, Andheri (East), Near J B Naga, Circle  
Mumbai-400099. 9769157852

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To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

## EXPERIENCE

1. 19.09.2022- 15.09.2023

### COORDINATOR- FINANCE AND ACCOUNTING

#### HAPAG-LLOYD BUSINESS SERVICES LLP

- Accounts Receivables
- Follow up for collections from customers.
- To follow the process of sending reminders /daily calls for customers outstanding.
- Reconciliation of customer accounts.
- Resolving queries of customers and developing business relationship.
- Booking receipts.

2. 03.08.2020 – 18.09.2022

### ACCOUNTS EXECUTIVE

#### GALAXY FREIGHT PRIVATE LIMITED.

- Manage Accounts Receivables
- Maintaining and recording daily transactions
- Follow ups from customer for payments
- Bank Reconciliation
- Customer Ledger Scrutiny
- Branch Reconciliation

**3. 01.12.2014 - 30.11.2019**

### **ACCOUNTS ASSISTANT**

#### **CHANNEL FREIGHT SERVICES INDIA PRIVATE LIMITED**

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Bank, Debtors & Creditors Reconciliation
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Reconciliation of Bank Statement at the end of month.
- Making online payments like TDS, GST, Stamp duties, Custom duties, RTGS/NEFT.
- Preparing salary slips.
- Payment of EPF & ESIC
- Preparing CSR (Cargo Sales Report) in Excel.

## **EDUCATION**

**2012**

**M.COM (ACCOUNTS), MUMBAI UNIVERSITY (DEPT. OF COMMERCE)**

**2010**

**B.COM (ACCOUNTS), M.L. DHANUKAR COLLEGE OF COMMERCE**

## **SKILLS**

- Microsoft Office & Excel
- Tally ERP
- MSCIT
- SAP

## **PERSONAL DETAILS:**

- Date of Birth: 10.11.1988
- Place of Birth: Mumbai
- Languages Known: Marathi, English & Hindi
- Hobbies: Painting, Singing & Travelling