Mrs. SUGANDHA DHANGAR BHALERAO Mobile: 9657288870 / 9021573164

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703, 7th Floor, Maulinagar, Near Kunbi Samaj Hall, Murbad Mhasa Road, Murbad 421401

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**PROFESSIONAL EXPERIEANCE** : 9 years’ Experience in the field of Accounts and Finance.

**PROFESSIONAL OBJECTIVE :**  
To be associated with an organization which gives an opportunity to take part in its Development as well myself gaining a chance of upgrading myself according to dynamic needs of the industry, giving me a job satisfaction.  
  
**WORK EXPERIENCE :**  
  
**1. Organization :** Arina Offshore Marine Services Pvt Ltd

Arina Offshore Marine Services Pvt Ltd having its registered office at Dubai. These services  
primarily encompass vessel chartering and management but also include crew certification, skill  
development, marine consultancy, maritime security services and salvage and recovery services.

**Designation :** Manager -Accounts & Finance  
  
**Duration :** 16th April 2012 to Nov 2015

Feb 2019 – Feb 2020  
  
**Job Profile:**  
 Maintaining books of accounts in Tally 9 package.  
 Ensure the timely payment of vendors in consonance the terms.  
 Accounts payable and receivable management funds.  
 Follow up with bank for Inward or Outward remittance payment.  
 TDS monthly & quarterly, professional Tax, Service Tax monthly.  
 Monthly Bank reconciliation  
 Raising Certification Invoices to the client  
 Chartering Invoices  
 Petty Cash  
  
**2. Organization :** ISF Maritime Services Pvt. Ltd.  
ISF Maritime Services Pvt. Ltd having its registered office at, Malad (W).It is a consultancy  
business which is provides on-board & in-house training in shipping industry ISF Maritime Services has been awarded ISO : 9002 2000 for its Quality Management System

**Designation :** Accountants Officer

**Duration :** 1st March 2007 up to 11th April 2012

**Job Profile:**  
 Preparation of various monthly MIS after ensuring the timely effective monthly closing.  
 Preparing weekly Bank Position Statement so as to keep a track on the financial Position.  
 Maintaining books of accounts in Tally 9 package.  
 Ensure the timely payment of vendors in consonance the terms.  
 Accounts payable and receivable management funds.  
 Follow up with bank for remittance payment also FIRC certificate.  
 E-TDS monthly & quarterly, professional Tax, Provident Fund, Service Tax monthly Etc.  
 Monthly Bank reconciliation, Raising Invoices to party  
  
**3. Organization** : Perfect Exim  
Perfect Exim having its registered office at Goregaon (East) dealing with Import & Export in  
Textile Industry

**Designation :** Accountants Assistant

**Duration :** 1st Sept 2006 to 28th Feb 2007

**Job Profile:**  
 Reconciliation of Bank statement on daily basis  
 Maintaining books of accounts in tally 7.2 package.  
 Ensure the timely payment of vendors in consonance the terms.  
  
**EDUCATIONAL QUALIFICATION:**  
B. Com from Mumbai University in 2006-07  
  
**COMPUTER KNOWLEDGE:**  
Microsoft Office (Word, Excel, Power Point, Outlook), Tally 9.  
  
**PERSONAL DETAILS:**  
  
Date of Birth : 26th June 1984.  
  
Marital Status : Married  
  
Nationality : Indian  
  
Languages known : English, Hindi and Marathi  
  
Hobbies : Reading, Travelling

(Sugandha D. Dhangar)