

Manoj Gala

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Work Experience

Accountant & Office Administrator

Ishaan Engineering-Sion, Mumbai, Maharashtra

Full-time

August 2021 to November 2025 • Full-time

- Ishaan engineering Tally Accounting
- Cash book ,
- Accounts payable
- Accounts Receivable
- Bank Reconciliation
- Debit Note, Credit Note
- Personal Accounts
- Property Accounts
- Purchase order
- Knowledge of GST and TDS

OFFICE ADMIN | ACCOUNTANT

Visha Oswal Kelvani Fund-Mumbai, Maharashtra

Full-time

October 2012 to February 2021 • Full-time

- 8 years of experience maintaining accounts for 3 Trust Funds.
- Maintained cash flow by monitoring bank balances.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Maintained records of more than 500 students and 500 fund donors.
- Verified student loans and scholarships.
- Worked on Tally as well as Physical Books.

PRODUCTION AND DISPATCH MANAGER

Dinsons Self Sticks Pvt Ltd-Mumbai, Maharashtra

Full-time

December 2004 to October 2012 • Full-time

- Lead production and dispatch team for Diamond Brand in Printing technology.
- In charge of maintenance and operation of 10 machines along with supervising 10 operators.
- Increased production by 6%.
- Researched market trends and used information to stimulate production.

PRODUCTION MANGER

Cotton s wear-Mumbai, Maharashtra

Full-time

August 2002 to October 2004 • Full-time

- Managed salwar kameez production at manufacturing unit.
- Handled billing and accounts at the unit.

CASHIER

APMC-Maharashtra

Full-time

October 2000 to June 2002 • Full-time

- Handled billing and cash at APMC market of Sugar Traders.
- Generated monthly financial reports.

MEDICAL STORE MANAGER

Mahavir Medical-Mumbai, Maharashtra

September 1995 to September 2000

Managed medical store with a team of 5.

MEDICAL STORE OWNER

Bharat Medical-Karad, Maharashtra

September 1983 to September 1995

Owned and operated renowned medical store at Karad.

Education

B.COM

Venutai Chavan College of Commerce and Arts-Karad, MAHARASHTRA, IN

January 1993 to January 1993

Skills / IT Skills

- Taxation
- Presentation Skills
- Account Planning
- Budgeting
- Relationship Building
- Typing
- Client Relationships
- Microsoft Word
- Tally
- Auditing
- Production Planning
- Microsoft Excel