

Curriculum Vitae

Mohan C. Gangaji

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Address: - H.No.175, Bharat Ratn Indira Nagar, 70 Feet Road, Solapur – 413003.

PROFESSIONAL EXPERIENCE

Current Role: Executive Store

- Company : Laxmi Civil Engineering Services Pvt Ltd.
- Client : Government Waterline Contractor (SCADA)
- Period : From April 2022 to Till

JOB RESPONSIBILITY

- Assisting and coordinating with team.
- Maintain Inventory Record details of Client business.
- Preparing Purchase Requisition, Purchase Order & Purchase Material.
- Collect Quotation from Vendor, Negotiate with vendor & take approval for Purchase.
- Maintain store record and materials, Material follow up.
- Good knowledge of team handling and working knowledge of Internet & MS Office.

Role: MIS Analyst

- Company : Squareone Insights Pvt Ltd.
- Client : ICICI BANK
- Period : From Feb 2022 to March 2022

JOB RESPONSIBILITY

- Assisting and coordinating with team.
- Preparing Assignment timely.
- MIS work report generating daily, weekly & monthly to management.
- Check out of TAT and inform to team.
- Use shortcuts and formulas VLOOKUP, HLOOKUP, Pivot table, conditional formats, Data Validation, Sumif, Countif.
- Good knowledge of team handling and working knowledge of Internet & MS Office.

Role: Account Executive

- Company : Gangji & Bulbule Associate
- Period : From December 2020 to January 2022

JOB RESPONSIBILITY

- Accounting & Auditing of Client Business.
- Monthly GST Return filling GSR 1 & 3B.
- TDS Calculation.
- Bank Audit Concurrent Audit, Yearly Revenue Audit & Damage Audit.

Role: NNP Incharge (Store & Purchase)

- Company : D.B. Corp Ltd (Dainik Bhaskar Group)
- Period : From July 2016 to June 2020

JOB RESPONSIBILITY

- Manage database & preparing different reports.
- MIS production report generating daily, weekly & monthly to management.
- Monthly budget report analysis.
- Well versed with shortcuts and formulas VLOOKUP, HLOOKUP, Pivot table, conditional formats, Data Validation, Sumif, Countif.
- Preparing Purchase Requisition & Purchase Order.
- Maintain store record and materials.

Working on Applications

- SAP (MM Module, PP Module & FI Module)
- Microsoft Word
- Microsoft Excel

Role: MIS Executive

- Company : Lords Associates
- Client : HDFC BANK
- Period : From November 2013 to June 2016

JOB RESPONSIBILITY

- Assisting and coordinating with Recovery team.
- Preparing allocation area wise and bucket wise.
- Set allocation to team as per area wise.
- Supporting administrative staff.
- Preparing customer balance and reconciling accordingly.
- Verify target as per client.
- Prepare PPT allocation and bucket wise.
- Prepare and publish daily and weekly team achievement to management.
- Good knowledge of team handling and working knowledge of Internet & MS Office.

Role: Factory Assistant Executive

- Company : BalajiAccu-Preci Parts Pvt.Ltd.
- Period : From December 2010 to September 2013

JOB RESPONSIBILITY

- Prepare daily production report to management.
- Record Inward, Outward and Consumption.
- Generate monthly budget report analysis.
- Follow up to vendor for material delivery status.
- Check material stock weekly basis.
- Daily check employee's attendance for production planning
- As per management prepare planning sheet of production.
- Good working knowledge of Internet & MS Office.

Role: Office Assistant

- Company : Rahul Bhambure (Chartered Accountant)
- Period : From October 2008 to November 2010

JOB RESPONSIBILITY

- Accounting & Auditing of Client firm.
- Bank Audits.
- Book Keeping, Account filling, Receivable & Payables.
- Cash & Bank Books, Sales & Purchase invoice.
- Journal Entry and Bank Reconciliation.
- Maintain Purchase and Sales Register.

QUALIFICATION

- **B.com from Solapur University.**

COMPUTER SKILLS

- MS Office.
- Typing of 30 wpm English and Marathi.
- Tally ERP.
- SAP MM Module
- SQL Basic

PERSONAL DETAILS

- Name : Mohan Chandrakant Gangaji
- Material Status : Married
- DOB : 16 Nov 1987
- Permanent Address : 175,Bharat Ratn Indira Nagar, Solapur-413006
- Nationality : Indian
- Religion : Hindu
- Language Known : Marathi, English, Hindi and Telugu

DECLARATION : I hereby declare that all the information furnished above is correct to the best of my knowledge.

Place:

Your faithfully

Date:

[Mohan Chandrakant Gangaji]