**From:**

**Sangeeta D.Bhandari**

**Flat no. 17-A-6**

**Suvarnarekha CHS,**

**NNP Colony, Plot No 6**

**Goregaon (E)**

**Mumbai-400 065**

**Mob. : 8454948598**

**Email : sangeetarawat.863@gmail.com**

Dear Sir,

I have completed my graduation in Commerce field in the year 2006. I have also completed my M.Com in March 2010.

I would like to be part of your esteemed Organization. I assure you that I would work with integrity and put my 100% efforts for given responsibilities.

In this context, I enclose herewith my Curriculum Vitae and request your good selves to be a part of your esteemed organization.

I would feel highly privileged if you would kindly consider my above request.

Thanking you.

Yours sincerely,

**Sangeeta D.Bhandari**.

**CURRICULUM VITAE**

**Sangeeta Bhandari**

+918454948598

[Sangeetarawat.863@gmail.com](mailto:Sangeetarawat.863@gmail.com)

**CAREER OBJECTIVE AND GOALS**

To be a part of a reputed organization which offers challenging position and opportunity for continued growth of my professional and intellectual abilities by employing my work knowledge, qualification, and past experience, outstanding interpersonal and organizational skills.

**WORK EXPERIENCE**

* **Current Company Name : Maritec Marine Management Services India PVT LTD.**

**(Belgium based Shipping Company)**

* **Duration : 22ndh Jan 2014 to till date**
* **Department :Crewing Department & Purchasing Department**

**Areas of Exposure, Responsibilities and Interests:**

* To co-ordinate with travel executive on daily basis to inform vessel ETA, joining date, arrival/departure of crew for joining/repatriation crew ticket
* To prepare joining crew services contract, joining letter and arrange pre ship joining briefing with safety superintendent/vessel superintendent or D.P.A.
* To follow up with manning agent to get joining crew required document/certificate prior joining crew
* To prepare Wages of the Crew/Officers on monthly basis.
* To arrange all required documents of lined up crew to submit/instruct travel executive/assistant to obtain visa and ok to board as per requirement
* To update ship’s position (due for crew sign on an off list) as per master request letter
* To update vessel daily report and ensure to submit report on daily basis
* To read email from master and agent on daily basis and to reply them on the same day. As per order
* To maintain & update (ship wise) crew list, next of kin list, crew & officers personnel folder as per company procedure policy
* Arranging, supervising and monitoring the purchase of spare parts, stores and provision and supply of goods and services necessary for the operation of the ship and office.
* The administration, coordination and monitoring of purchase department activities.
* Following up requisitions from vessels in collaboration with other departments and master.
* Reviewing and authorizing quotation received from vendors.
* Authorizing purchase order in coordination with technical superintendent & vessel captain & other department.
* Prepare a weekly status of the orders per vessels and discuss it with the operation / technical manager.
* Approval of invoices related to order and freight in consultation with the technical manager.
* Updating and maintain list of approved suppliers/sub-Contractors.
* Monitoring vessels inventories for safe operation.

**Previous Work Experience**

* **Company Name : Muscovite Universal ( Construction Company)**
* **Duration : 14th July 2010 to 31th Oct 2013**
* **Department :Billing & Accounts**

**Areas of Exposure, Responsibilities and Interests:**

* Preparing Work Order of Contract & Quotation
* Making & Generating report of Sales Bills as a part of management information.
* Maintaining outstanding statement & follow up for the payment.
* Preparing Quotation
* Preparing Site Salary of Labour
* Co-ordinating with site supervisor for stock & Gen. Requirement
* Set up & Coordinate meeting and conference.
* Making Outstanding Statement
* Maintain Purchase ,Sales Petty Cash voucher Entry in tally
* Attending client’s calls, enquiry etc. and taking prompt and appropriate action according the requirement

**Previous Work Experience**

* **One years’ experience with Tag Engineers Pvt Ltd. (Manufacturing Co) Mumbai. As an Account assistant**

**Areas** of Exposure, Responsibilities and Interests:

### Nature of Assignment Handling Activities

* Preparation Of Running Bill vs. Collection Statement.
* Updating all Purchase & Sales Bill Entry on day to day basis in Tally.
* Updating all Payment & Receipt & J.V Entry in Tally.
* Keeping month wise record of Service Tax, TDS, & E- Payment.
* Preparing Weekly Outstanding Report.
* Daily Payment to Creditors.
* Handling Bank Activities.
* Handling Petty Cash & updating entry in tally
* Debtors and Creditors Reconciliation.
* Dealing with Statutory and Tax Audit.
* Assist to Finalization Process & Coordinating with auditor.
* Reconciliation of all Bank Statements.
* **One year experience with K A R M & Co. (Chartered Accountants) Mumbai. As an Auditor**

### Nature of Assignment Handling Activities

* Statutory Audit of Thane Bharat Sahakari Bank ,Union Bank of India & Axis Bank

# COMPUTER SKILLS

* Conversant in MS Office & Windows.
* Exposure to various Accounting and ERP Packages viz. Tally.
* Familiar with Internet Operations.

# PERSONAL DETAILS

Husband’s Name : Deepak Bhandari.

Marital Status : Married

Date of Birth : August 13, 1986

Languages Known : English, Hindi, and Marathi

**References:** Will be provided on Request

Date: 30/01/2019