

**SANYOGITA BHANDARI**

**PERMANENT ADDRESS**

11/15 Moulsiri Road

Shipra Sun City Indirapuram Gaziabad-201014

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EMAIL ID-sanyogitabhandari@gmail.com

***Career Objective:***

To seek a challenging position in an organization by utilizing my skill, knowledge and learning and to work with

full determination. Have good interpersonal communication skills and adaptability to all Kinds of environment.

***Experience Summary:***

***UNIFIED LOGISTICS INDIA PVT LTD***

***19 August 2019 to till dated***

***Designation : Manager - Accounts***

***Job Responsibility: -***

***General and day to day accounting, Accounts Payable and Accounts Receivable, Bank Reconciliation,***

***Handling remittance payment coordinate with overseas agent for payment process, day to day cash handling,***

***Maintaining accounts, preparing reports, making profit analysis for future references.***

***Follow-up with airline for CSR, Prepared customer invoices for air and sea shipment import & export in DOCFA freight look software,***

***Maintain staff attendance, leaves and other allowances for Salary processing ESI & PF.***

***Global aviation services India Pvt ltd (GSA)***

***May-10 TO 31ST JULY 2019***

***Designation : Sr. Account’s Officer***

***Job Responsibility: - Handling Airline: - Air Canada, Finn air, ELAL-ISREAL, QANTAS***

***Manifest checking and updating in software for operation as well as accounting on daily basis.***

***Finalizing Cargo sales reports***

***Coordinate and follow up with agents for CSR payment, Stock inventory, invoice issues etc.***

***Reconciliation of accounts with the customer and obtain balance confirmation periodically.***

***UPDATING EXCEL reports of expenses, sales, tonnage, revenue, pricing etc.***

***Cash handling like airline DO Cash petty cash, misc. cash etc.***

***Check and updating employee attendance data manual as well as biometric for the further salary process.***

***Checking and approving reimbursement of expenses to employees like sales visit travelling expenses, direct and indirect expenses and book the same in the software.***

***RED EAGLE SHIPPING AGENCIES PVT LTD***

***MARCH-2008 TO April-2010 Account Executive***

***Job Responsibility***

***General and day to day accounting***

***Accounts Payable and Accounts Receivable***

***Bank Reconciliation, Party Reconciliation, Inter Unit & Inter Branch Reconciliation***

***Maintaining Service Tax Record/Payment Monthly. Preparing excise return monthly. Cash Handling etc.***

***Prepared Staff Records & Salary Register, Salary checking/posting/disbursement and booked staff ESI and PF as well.***

***Book TDS payable and update TDS on webtel as well***

***WEN PARKER LOGISTICS I PVT LTD***

***APRIL-2006 TO FEBRUARY-2008***

***Responsible for handling front office reception and administration duties, including greeting guest, answering phones, handling company inquiries, and sorting and distributing mail. Mail also schedule meetings and travel for executives.***

***Academic Qualification:***

***MBA (Finance) From Sikkim Manipal University Delhi in 2011.***

***Graduation (B.A) From Delhi University in 2007.***

***High School (Humanities***) ***From SKV School Delhi in 2004***

***Computer Proficiency***

***Operating System package known :-Ms-Dos, Window 98, 2000 & XP and Microsoft Office-2000, XP, MS-Office, Tally-7.2 and working knowledge in ERP, DOS, MAX Softwear, BIOMATRIC SOFTWEAR***

***Strength:- Hard Work and commitment toward the job, Willingness to work in teams and Innovative, Quick learner & Ambitious***

***Personal details***

***Husband Name : ‘‘Devender Singh Bisht***

***Date of Birth : 22 March 1986***

***Language : English and Hindi***

***Nationality : Indian***

***Religion : Hindu***

***Marital Status : Married***

***Declaration: I hereby declare that the information given above is true to the best of my knowledge.***

***PLACE: ………….***

***DATE: …………..***

***(SANYOGITA BHANDARI)***