

Dhanshree Mandaliya

Seeking exposure to develop my skill and grow professionally. To secure a challenging position in a reputable organization to expand my learning knowledge. To secure employment with a reputable company where I can utilise my skill and business studies background

EXPERIENCE

Datamatics Business Solutions, Mumbai — Accountant – i spend Canada

November 2023- Present

- Working on Caseware Software, Canada revenue agency reconciliation, Tax Preparation in Tax Prep Online, Book-keeping of Individuals in Xero Books, Trained in Quickbook Online.
- Operations working and Admin report of self for the Client budgeted hours.

Mojojojo Creators Private Limited, Mumbai — Accountant

September 2023 - November 2023

- Accounts keeping including maintenance of Purchase and Sales Invoices, Journal Entries, Ledger Scrutiny for the record clearance
- Preparation of monthly bank reconciliation, Preparation of statutory records and filing of Statutory Return.
- Well versed with Zoho Books and Zoho Subscription, Zoho Banking Concepts and Tally Prime. Well versed with GST and TDS working and Formulas, and Reconciliation of Books of Account and GSTR 2A vs 2B, TDS vs 26AS Reconciliation

Altois Technologies Private Limited, Kandivli(W) — Accountant

August 2022 - September 2023

- Accounts keeping including maintenance of Purchase and Sales Invoice. Preparation of Monthly bank reconciliation
- Well versed with Zoho Books and Zoho Subscription, Zoho Banking Concepts and Tally Prime. Well versed with GST and TDS working and Formulas, and Reconciliation of Books of Account and GSTR 2A vs 2B, TDS vs 26AS Reconciliation
- Performing analytical analysis out of Raw Data.

C.S Rathi and Associates, Borivali(W) — Accounts Assistant

September 2021 - August 2022

- Accounts keeping including maintenance of receivable and payable reconciliation. Preparation of Statutory records and filing of Statutory report.
- Preparation of balance reconciliation as per books, GSTR2A & GSTR 3B, Internal Audit(Basics).

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SKILLS

- Tally ERP
- Zoho Books
- Quickbook Online
- Microsoft Office
- Advanced Excel
- Outlook Mails

EDUCATION

Masters of Commerce.

Mumbai

University-87%(2020-22)

Bachelors of Commerce(BAF)

TCSC-9.65 CGPA (2017-2022)

HSC-Commerce

Nirmala College-83.14%
(2015-2017)

SSC-10th

R.C Patel High School

82.13%(2014-15)

LANGUAGES:

English | Marathi | Hindi |
Gujrati

ACHIEVEMENTS:

Leader of Public Relation
Head in College
Fest(Taarangan)

Participated and Organised
One day workshop on GST.

Best Social Contribution
Award(2019-2020)

