

# SAYYAM ATUL DOSHI

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## SUMMARY

Analytical finance professional with 1+ year in accounting operations and a strong computer science foundation. Skilled in reconciliations, GST processes, financial analysis, and data-driven insights. Known for accuracy, timely delivery, and cross-functional collaboration. Seeking to apply quantitative and technical skills to valuations, portfolio work, and transaction support.

## PROFESSIONAL EXPERIENCE

<b>Accounting Intern, Shinde &amp; Associates</b>	Jan 2025 - Present
<ul style="list-style-type: none"><li>Led GST return filing and invoice processing with 15% reduction in processing time through standardized reproducible steps.</li><li>Optimized bank reconciliations, identifying discrepancies to ensure 100% accuracy in monthly closings.</li><li>Assisted in maintaining accounts payable and receivable, improving data integrity across financial records by 12%.</li><li>Produced monthly financial statements and reports, delivering insights to finance team within 3 days of month-end.</li><li>Collaborated with cross-functional teams to ensure accurate financial data and timely reporting</li></ul>	
<b>PROJECTS</b>	
<b>EMPLOYEE PERFORMANCE &amp; HR ANALYTICS DASHBOARD</b>	
Jan 2023 - Jun 2023	
<ul style="list-style-type: none"><li>Transformed raw HR data (performance, attendance, training) into actionable insights, automating summary reports and visualizing KPIs.</li><li>Technologies Used: Excel (Advanced), Power Query (M), PivotTables, Slicers, Dynamic Charts, and advanced formulas (XLOOKUP, SUMIFS).</li><li>Result: Improved reporting efficiency and enabled data-backed strategic decision-making.</li></ul>	

## SKILLS

**Accounting & Finance:** Tally ERP 9 · GST · Invoice Reconciliation · Payroll · TDS · Journal Entries · Financial Reporting

**MIS & Data Analytics:** Excel (Advanced) – Pivot Tables, Power Query, Charts · Reporting Automation · Dashboards · Data Cleaning · Data Analysis · Problem Solving · Documentation

**Technical Tools:** Tally ERP 9 · MS Excel · PowerPoint · Basic SQL

## EDUCATION

<b>Master of Computer Science,</b> Tuljaram Chaturchand College, Baramati, Dist Pune 413102	June 2023 - May 2025
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<b>Bachelor's of Computer Science,</b> Tuljaram Chaturchand College, Baramati, Dist Pune 413102	Sep 2019 - June 2021
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## ADDITIONAL INFORMATION

### • Certifications:

Tata Group - Data Analytics Job Simulation, Forage  
Citi - Markets Quantitative Analysis (MQA) Job Simulation, Forage