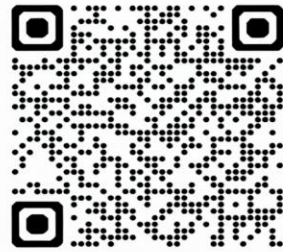


# ADESH MAHATME

**Address** Mumbai, India 400068

**Phone** +919819553244

**E-mail** mahatmeadesh291@gmail.com



## Websites, Portfolios, Profiles

- <https://adi6499.github.io/Portfolios/>
- <https://github.com/adi6499>

Detail-oriented Accountant transitioning into Data Science, with expertise in financial management, GST & TDS preparation, and payroll processing. Strong analytical skills with proficiency in Microsoft Excel, Google Sheets, and data-driven decision-making. Currently expanding knowledge in Python, SQL, Power BI, and Tableau to apply data analytics in business insights. Passionate about leveraging data science techniques to optimize financial operations and business processes.A



## Skills

- Customer service
- Team leadership
- Data Analytics & Visualization:**
  - Power BI, Tableau, Microsoft Excel, Google Sheets
- Databases & Programming:**
  - MySQL, SQL, Python (Basic)
- Office Productivity & Cloud Tools:**
  - Microsoft Office (Word, Excel, PowerPoint, OneNote)
  - Google Docs, LibreOffice, OneDrive, Microsoft Emails
- Accounting & Financial Management:**
  - Petty Cash Management, Payroll Processing, GST & TDS Preparation, Cheque Transactions
- Operating Systems & IT Knowledge:**
  - Windows, Linux, General Computer Operatio



## Work History

- Oct 2022 - Nov 2024     Manager**  
*VIDARBHA VAIBHAV MANDIR MUMBAI, Mumbai, India*
  - Managed and maintained the **petty cash book**, ensuring accurate records of daily expenses.
  - Processed **staff salaries**, including payroll calculations and disbursements.
  - Handled **cheque transactions**, ensuring timely payments and clear record-keeping.
  - Prepared **GST filings**, ensuring compliance with tax regulations.
  - Assisted in **TDS preparation** and documentation for tax deductions.
  - Oversaw **hotel cleanliness and security**, ensuring a safe and hygienic environment.



## Education

- Apr 2024     M.COM: ACCOUNTING**  
*UNIVERSITY OF MUMBAI - MUMBAI*