

ADESH GAJANAN MAHATME

DATA ANALYST

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.

❖ CONTACT

ADDRESS : MUMBAI

PHONE : 9819553244

MAHATMEADESH291@GMAIL.COM

❖ SKILLSET

➤ CUSTOMER SERVICE

➤ TEAM LEADERSHIP

➤ DATA ANALYTICS & VISUALIZATION

POWER BI, TABLEAU, MICROSOFT EXCEL,
GOOGLE SHEETS, LIBRE OFFICE

➤ DATABASES & PROGRAMMING

MYSQL, SQL, PYTHON (NUMPY, PANDAS,
MATPLOTLIB, SEABORN), HTML, CSS,
JAVASCRIPT, NPM LIBRARIES

➤ OFFICE PRODUCTIVITY & CLOUD TOOL

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
OPERATION

❖ WEBSITES, PORFFOLIOS, PROFILES

➤ [HTTPS://ADI6499.GITHUB.IO/PORTFOLIOS/ADI6499](https://adi6499.github.io/PORTFOLIOS/ADI6499)

❖ EDUCATION

➤ M.COM: ACCOUNTING

UNIVERSITY OF MUMBAI – MUMBAI, APRIL-2024

➤ TY.B.B.I (ACCOUNTING & FINANCE)

UNIVERSITY OF MUMBAI – MUMBAI, FEBRUARY – 2022

➤ H.S.C

PRAHLADRAI DALMIA LIONS COLLEGE – 2019 | MUMBAI

➤ S.S.C

S.T THOMAS HIGH SCHOOL | MUMBAI – 2017 | MUMBAI

❖ CERTIFICATIONS

➤ IBM CERTFICATION IN DATA ANALYSIS WITH PYTHON

➤ IBM CERTIFICATION IN MACHINE LEARNING WITH PYTHON

➤ IBM CERTFICATION IN PYTHON 101 FOR DATA SCIENCE

❖ EXPERIENCE

ACCOUNT MANAGER

OCT 2022 - NOV 2024

VIDARBHA VAIBHAV MANDIR MUMBAI, MUMBAI(DADAR), 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.

