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

❖ 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

➢ 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.