



# 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](mailto: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)

#### ➤ 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 - CGPI - 8.94

#### ➤ TY.B.B.I (ACCOUNTING & FINANCE)

UNIVERSITY OF MUMBAI – MUMBAI, FEBRUARY – 2020 - CGPI - 7.83

#### ➤ H.S.C

PRAHLADRAI DALMIA LIONS COLLEGE – 2019 - MUMBAI - 70.77%

#### ➤ S.S.C

S.T THOMAS HIGH SCHOOL | MUMBAI – 2017 - MUMBAI - 74.60%

### ➤ 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.