



ASHISH SURESH TAMBE

WORKING EXPERIENCE

Society Manager / Accountant

Veena Signature CHS Ltd. (Part Time) | May 2023 - [Present](#)
Aurigae Residency CHS Ltd. (Part Time) | Dec 2022 - [Present](#)
Veena Saaz CHS Ltd. (Part Time) | Dec 2022 - [Present](#) (Accountant)
Akurli Pushkar CHS Ltd. (Part Time) | Nov 2021- [Present](#)
Ambrosia CHS Ltd. | Feb 2022 – Nov 2022
Akurli Siddhi CHS Ltd. (Part Time) | Mar 2013
Akurli Panchvati CHS Ltd. (Part Time) | Mar 2014

Assistant Manager / Accountant

Riviera Tower CHS Ltd. | May 2019 – Mar 2021
Spring Grove Tower CHS Ltd. | Nov 2018 – Apr 2019

- Handling Bank & Cash Transaction.
- Keep all statutory books are upto-date
- Update Sundry Debtors & Creditors
- Handling Security, House Keeping staff, Vender Management & AMC Vendors.
- Keeping track of Complains received & resolve.
- Arranging Meetings, Conference call, Events & Promotion Activities.
- Handling documentation, correspondence work with BMC, legal & Dy. Registrar office (also Draft Marathi letter)
- Works related to Accounts, Administration & Legal.
- Conduct AGM, SGM and M.C. meets & Preparing minutes for the same.

Clerk

Mumbai District Co-op Bank as a Clerk (Contract basis) | Jun 2018 – Oct 2018

- Handling customers and their financial transactions through bank clerical.
- Answer and respond to bank customers inquiries on financial transactions.
- Process and accept deposits and withdrawals payments from bank customers.
- Assisting administrative department in their tasks.
- Working on FD, Loan documentation.
- Ensuring compliance of KYC & Managing Files and data.
- Prepare and record all deposits and payments

ADDITIONAL WORK EXPERIENCE

Assistant Manager & Supervisor in Event Management | May 2010 – Mar 2016

- Understand clients' needs, requirements, and details of each event.
- Plan and organize events with attention to financial and time constraints,
- Meet with clients and coordinate with them regularly.
- Look for and compare different vendors (catering, decorators, musicians etc.)
- Manage all types of Event Artist (Host, Magician, Juggler, Singer, Dancer etc.)
- Negotiate with vendors to achieve the most favorable terms.
- Manage all event operations (decoration, venue, invitations, food, drinks etc.)

EDUCATION

Management Studies (B.M.S.), Patkar Collage, Mumbai University | 2014-15
H.S.C, Patkar Collage, Mumbai University | 2011-12

CONTACT ME

+91 82867 80548
ashart8549@gmail.com

Address: Akurli Siddhi CHS,
Mhada Colony, Akurli Rd,
Kandivali (E), Mumbai –101.

SKILLS

Communication
Self-management
Positive Attitude
Ms Excel, Ms Office

EXTRA SKILLS

Create Forms & Format
Scrutiny of files & Registers
Create Database
Power BI

CERTIFICATION

MS-CIT
Excel (UDEMY)
G.D.C & A in progress

LANGUAGES

Marathi
Hindi
English

Date: