

Mayuri Narayan Chatap

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Professional Summary

Motivated and detail-oriented Finance Fresher with strong academic background in commerce and computer applications. Knowledgeable in accounting principles, financial reporting, GST, TDS, and reconciliation. Proficient in MS Excel and comfortable with digital finance tools. Seeking a part-time Finance Executive role to apply academic knowledge and gain practical experience in a SaaS startup environment.

Skills

- Accounting & Finance: Bookkeeping, Financial Reporting, GST, TDS, Reconciliation
- Tools: MS Office, MS Excel, Tally, Google Sheets
- Additional: Data Entry, Documentation, Analytical Thinking, Attention to Detail

Education

- M.Sc. – Raja Shankar Shah University, Chhindwara – 2022
- P.G.D.C.A – Makhanlal Chaturvedi University, Bhopal – 2020
- B.Sc. – Harisingh Gour University, Sagar – 2019

Academic Projects

- Conducted academic projects involving financial analysis, data entry, and report preparation.
- Applied accounting concepts such as journal entries, trial balance, and reconciliation in coursework.
- Hands-on practice with MS Excel for preparing ledgers, balance sheets, and cash flow statements.

Certifications

- Certification Course in Office Management – MP Govt.
- MS Excel for Beginners to Advanced – Udemy
- The Complete JavaScript Course 2025: From Zero to Expert! – Udemy (additional technical skill)