



Ashwini Joshi

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Career Objective

To be a part of organization with scope for a challenging career opportunity for learning with continuous improvement of skills, knowledge and experience with wider scope for growth.

Education

PRAGATI COLLEGE OF ARTS AND COMMERCE

- Bachelor of Commerce
- 2013-2015 Percentage:
- 60%

PRAGATI COLLEGE OF ARTS AND COMMERCE

- HSC
- 2011-2012
- Percentage: 60%

C. B. M SCHOOL

- SSC
- 2009-2010
- Percentage: 74.56%

Skills

ACIT COURSE

- Year: 2017

TALLY- 9.0

- Year: 2017

NISM CERTIFIED

- Percentage: 75%

Personal Information

RESIDENTIAL ADDRESS

- 15/1, Joshi Chawl, Old C. S. T Road, Kalina Santacruz (E), Mumbai - 400029

DATE OF BIRTH

- 20th January 1993

LANGUAGES KNOWN

- English, Marathi, Hindi

Work Experience

SENIOR ACCOUNTANT

- Clean Geosphere Private Limited | March 2024 - Present
- Budget preparation, cash flow forecasting, variance analysis, sending invoices to clients (ZOHO BOOKS), purchase & sales entry, credit note, and maintaining monthly sales data.
- GPS tracking, camera monitoring
- Cloud kitchen monitoring - maintaining sales data.
- Maintain expenses sheet
- Vendor registration - Udyam registration

CUSTOMER SERVICE REPRESENTATIVE

- Sitel | January 2022 - Present-January 2023
- Handling calls of mutual fund related queries and resolving problem (inbound process).

ACCOUNT

- Star Exim Management and Consultancy Private Limited | July 2019-December 2019
- Cash payment, journal voucher entries, reconciliation, CHA/AIR bill preparation.
- Preparing shipping bills

CUSTOMER SERVICE EXECUTIVE

- Link in Time Private Limited | February 2019-May 2019
- Sending mails and handling calls of shareholders (inbound process)

BILLING EXECUTIVE

- Paresh Champaklal Shah | June 2017-December 2017
- Preparing shipping bills

Declaration

I do hereby declare that the facts stated above are true & correct to the best of my knowledge and belief.