

Abhilasha Balasaheb Mandhare

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Mobile: +91 9594562484

OBJECTIVE:

To become a most sought after Consultant in the field of Accounting and Taxation.

SUMMARY:

- ✓ A Financial services professional with 1 year 8 months experience in Accounts. Exposed to various Accounting and Taxation works.
- ✓ Good understanding of business processes and workflow in the areas of Finance and Accounts.
- ✓ Detail oriented, quick learner, good listener with strong problem solving skills.
- ✓ Good communication, management skills
- ✓ Good Knowledge in Knowledge in GST & TDS
- ✓ Excellent knowledge of Accounting Principles.
- ✓ Good knowledge in Systems and Applications.

AREAS OF EXPERTISE:

- ✓ General Ledger Entries.
- ✓ Data Entry, Receipts & invoices.
- ✓ Month end Reconciliation & Analysis.
- ✓ Reporting and Documentation.
- ✓ Taxation Related works.
- ✓ Microsoft Office proficient.

PROFESSIONAL EXPERIENCE:

- ✓ Working as a Accounts and office Assistant in Devdhar Joglekar & Srinivasan,Mumbai, January 2018 to till date.

TECHNICAL SKILLS:

Operating Systems : Windows 2003/07/08, Windows XP.
Packages : MS Office, Tally ERP9.0

ACADEMIC QUALIFICATION:

- ✓ M.Com (Commerce) from Mumbai University
- ✓ Commerce Degree from Mumbai University in the year of 2017 in Accounts.
- ✓ HSC from Mumbai University in the year of 2014 in Accounts & Audit.
- ✓ SSC from Mumbai University in the the year 2012

Principal accountabilities:

- ✓ General Ledger Accounting.
- ✓ Financial Statement Analysis.
- ✓ Working on Filing of GST & TDS payments, Returns.
- ✓ Preparing Salary of all the Employees of the Company (payroll).
- ✓ Bank Reconciliation Statement (Banking).

Personal Details:

Name : Abhilasha Balasaheb Mandhare

Address : 3 koli chawl , 2nd Floor, Room No. 35,

Veer santaji lane, G.K.marg, lower parel,mumbai400013 ,
Date of Birth : 16th Jan 1997
Marital Status :Single
Languages Known : English , Hindi & Marathi

Interest:

Exploring Ideas & always want to be Busy.
Listening Music.
Reading

Declaration:

I hereby declare that the above furnished information is authentic to the best of my knowledge.

(Abhilasha Mandhare)