

SUVIDHA GONBARE

C/84 Abhilasha Shramik CHS G.D Ambekar Marg, Kalachowki Mumbai-400033
Mumbai, IN | P: +91 9819816276 | suvidhagonbare33@gmail.com

EDUCATION

UNIVERSITY OF MUMBAI

MAHARSHI DAYANAND COLLEGE OF ARTS, SCIENCE & COMMERCE

Master of Commerce; Major in Accounting and Finance (M.COM)

Mumbai
May 2019

- Cumulative GPA: 8.14/10.0

UNIVERSITY OF MUMBAI

M. L. DAHANUKAR COLLEGE OF COMMERCE

Bachelor of Commerce; Major in Accounting and Finance (B.COM)

Mumbai
Apr 2017

- Cumulative GPA: 6.29/7.0

MAHARASHTRA STATE BOARD

R. A PODAR COLLEGE OF COMMERCE AND ECONOMICS

Higher Secondary School (HSC)

Mumbai
Feb 2014

- Cumulative 81%

MAHARASHTRA STATE BOARD

A.E.S HIGH SCHOOL

Secondary School of Education (SSC)

Mumbai
Mar 2012

- Cumulative 86%

WORK EXPERIENCE

D K GARG AND COMPANY

Accountant

- Maintaining records, working, computing and processing documents for GSTR 3B.
- Maintaining accounts in manual books and performing multiple tasks using Tally ERP9.
- Provide documentation in support of all financial transactions; keeping and maintaining records for purchases and sales entry
- Performing monthly and yearly bank reconciliation and verification of various organisational accounts; in-charge of monthly and yearly bank reconciliation and account verification for various organisational accounts.

MUNICIPAL CORPORATION OF GREATER MUMBAI (MCGM)

Executive Assistant (Junior Clerk)

- Assisting with administrative responsibilities
- Performing clerical tasks including filing, operation of duplicating machines
- Undertaking basic bookkeeping tasks and issue invoices, checks etc.
- Responsible for sorting and forwarding incoming mail and emails, and preparing and sending outgoing mail.
- Communicating with clients and employees, and respond to any queries or complaints.
- Compute, record, and proofread data and other information like records or reports.
- Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Deliver messages and run errands.

ADDITIONAL SKILLS AND INFORMATION

Technical Skills: Tally ERP-9, MS Word, MS Excel, Typing (English and Marathi)

Languages: Fluent in English, Hindi and Marathi

PERSONAL INFORMATION

Name - Suvidha Shashikant Gonbare

Date of Birth - 22 May 1996

Nationality - Indian

Gender - Female

Languages known - Marathi, English, Hindi

DECLARATION

I hereby assure you that the above information is true, complete and to the best of my knowledge and belief.

SUVIDHA SHASHIKANT GONBARE