
Tanvi Mayekar

Email: mayekartanvi51@gmail.com | Phone: 9860113394

Objective

A motivated and detail-oriented individual seeking an entry-level position in finance where I can apply my analytical, technical, and problem-solving skills. Looking for an opportunity to contribute to the organization's success while gaining professional growth and development in the finance industry.

Education

Degree	Institution	Year	CGPA/Percentage
Bachelor of Business Administration (BBA) in Finance	DY Patil University, Pune	2022-2025	CGPA: 8.0
Higher Secondary Certificate (HSC) in Commerce	Kanista Maha Vidyalaya, Saphala	2020-2022	61.33%
Secondary School Certificate (SSC)	Rajguru H. M. Pandit Vidyalaya, Saphala	2019-2020	80%

Internship Experience

Accountant

Jain PK and Associates (Chartered Accountant)
A/210, Shanti Shopping Centre, Opp. Mira Road Stn, Mira Road East, Thane - 401107
20 March 20204 – 26 September 2024

Key Responsibilities:

- Assisted in preparing Income Tax Returns for individuals and businesses
- Maintained accounting records, general ledgers, and financial documents
- Supported senior accountants in the reconciliation of financial statements
- Assisted with GST Returns preparation and filing
- Managed basic financial reports and provided audit support

Accountant

Sanarco Engineering Private Limited No. 007, Building No. 9, B Wing, Nearby Jivadani Complex, Tarrapur,, Thane-401305,

01/06/2023– 15/07/2023

- Assisted in maintaining general ledger, journals, and spreadsheets.
- Performed audits on financial documents and accounts.
- Helped prepare tax returns and other compliance documentation

Intern, Marketing Department

Shoppers Stop Limited, Inorbit Mall, Plot No. 1406-A, 28/A Link Road, Malad (W), Mumbai 400064

01 October 2023 – 23 November 2023

- Assisted the marketing team in the development and execution of promotional campaigns.
- Coordinated with vendors, suppliers, and internal teams to ensure smooth execution of marketing initiatives.
- Conducted market research to identify customer preferences and competitive trends.
- Helped manage and update social media platforms to increase brand awareness and engagement.
- Assisted in organizing and executing events, sales promotions, and product launches at the mall.

Skills

- **Financial Reporting and Statement Preparation**
- **Accounting & Auditing:** Experienced in ledger management and preparing financial statements.
- **Financial Analysis & Modeling:** Strong analytical skills for forecasting and budgeting.
- **GST Return Filing:** Knowledgeable in GST compliance and return filing processes.
- **Accounting Software:** (e.g., Winman, Tally prime, MS Excel, Speqta GST)

Certifications

- **Self-Directed Emotional Learning for Empathy and Kindness (SEEK)**
UNESCO MGIEP, DY Patil University
Gained comprehensive knowledge on emotional intelligence, empathy, and kindness
- **Business Finance Foundation**
Great Learning
Acquired an understanding of business finance concepts, including financial statements, budgeting, and forecasting
- **Basics of Financial Markets and Capital Market in India**
Udemy
Gained insights into the Indian financial markets, stock exchanges, mutual funds, and IPOs

- **Fundamental Analysis and Value Investing for Beginners**

Udemy

Learned fundamental analysis techniques for stock selection and value investing strategies
