

Faiza Wangde

Junior Accountant | Financial Accountant

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📍 Chiplun, Maharashtra, India | DOB: 08/12/2002

Open to Relocation & Visa Sponsorship



Professional Summary

Postgraduate in Master of Management Studies (Finance) with A+ grade and a strong academic foundation in accounting, taxation, and financial management. Proficient in **Tally ERP with GST, Advanced Excel, Excel VBA, and Microsoft Office Suite**. Completed hands-on internship at The Chiplun Urban Co-operative Bank. Seeking an **entry-level accounting or finance role in Bahrain** to contribute to a dynamic organization while continuing professional development. **Open to visa sponsorship and relocation.**

Education

Master of Management Studies (Finance)

University of Mumbai, Mumbai

📅 June 2023 – June 2025

CGPA: 8.00 / 10.00 | Grade: A+

Bachelor of Commerce (Accounts & Finance)

University of Mumbai, Mumbai

📅 July 2020 – May 2023

CGPA: 8.16 / 10.00 | Grade: A+

Internship Experience

Intern

The Chiplun Urban Co-operative Bank, Chiplun

📅 July 2024 – August 2024

- Assisted in daily banking and customer service operations
 - Supported account handling and documentation tasks
 - Gained insight into cooperative banking procedures and financial compliance
 - Learned core banking functions and reporting standards
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Skills

Technical & Accounting Skills

- Tally ERP with GST (Taxation) ★★★★★
- Microsoft Excel (Advanced, Pivot Tables, VBA) ★★★★★
- Financial Reporting & MIS Preparation
- Bank Reconciliation & Ledger Management
- Accounts Payable/Receivable
- Budgeting and Variance Analysis
- General Ledger & Journal Entries
- Cash Flow and Expense Tracking

Software Proficiency

- Microsoft Word & PowerPoint ★★★★★
- Google Sheets and Docs
- Email and Calendar Management (Outlook, Gmail)
- Basic knowledge of SAP (if applicable – can be removed if not relevant)

Soft Skills

- Strong Analytical Thinking
- Attention to Detail
- Problem Solving
- Time Management
- Team Collaboration
- Fast Learner and Adaptable
- Strong Work Ethic

Languages

- **Marathi:** Fluent
- **Hindi:** Fluent
- **English:** Professional Proficiency

Additional Information

- Open to relocation (Bahrain or GCC countries)
- Available for full-time employment from **June 2025**
- Visa sponsorship required