

Smt. Ishwari Vijay Mhabdi

Mangalbhumi Sankul, Sitaram Smruti Niwas,
Room No.402, Fourth Floor, At. Post Jalgaon (Barveaali),
Tal. Dapoli, Dist. Ratnagiri 415 712.



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☎ 7276870834

WORK EXPERIENCE

Accountant & Account Manage
Varsha Agencies, Dapoli.

Shri. Chaitnya HP Gas Agency, Dapoli.
Manager Cum Accountant

**Administrative
Assistant (Finance)**
NAHEP-IDP

Dapoli
*Institutional development for enhancing learning outcome, academic
diversity, entrepreneurship and employability*

EDUCATION

M.Com University of Mumbai, Mumbai. April –
2015

Bachelor in Cooperative Management , Nashik
May - 2011

SKILLS

Accounting skills,Financial literacy

- Budget managemen,Communication skills
- Financial statements
- Reconciliation
- Microsoft Excel
- Financial reporting
- Financial planning
- Financial modelling
- Data analytics
- Detail orientation
- General Accepted Accounting Principle

Language:

English, Hindi & Marath

Courses

- Tally ERP 9 Y.C.M.O.U., Nashik October - 2011 87.00 Grade I with Distinction 7.
- MS-CIT MSBTE, Mumbai January - 2016 83.00 Grade I with Distinction 8.
- Typing English 30 wpm MSCE, Pune November-2011 71.00 Second Class 9.
- Typing English 40 wpm MSCE, Pune January-2017 56.00 Grade Pass 10.
- Typing Marathi 30 wpm MSCE, Pune January-2017 76.00 First Class

Key responsibilities in projectworked on:

1. Maintain of all type accounting vouchers entry
2. Maintain books of accounts.
3. Maintain Internal Audit
4. Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors
5. Calculation of Monthly GST/TDS.
6. Preparation of Quarterly expenditure reports.
7. Perform general office duties such as typing, operating office machines, and sorting mail.
8. Office work as per requirement
9. Answer questions about records and files.
10. Responsible for financial accounts including budgets and cash-flow.
11. Conducting regular project reviews of financial performance.

