

## Ashwini Bichare

- ashwinibichare2018@gmail.com
- 9325670691
- [Linkedin.com](#)

## Summary -

Highly motivated employee with desire to take new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills also punctual with team oriented mentality.

## Experience -

### 1. Account Assistant :

Shekhar Bhansali and Co (Tax practitioner)

- Classified and summarized financial data for accurate entry into financial records.
- Sorted documents, matched invoices to procurement records, and verified invoices for payment.
- Handled daily bookkeeping, including accounts receivable, accounts payable, bank reconciliation, and disbursements.
- Prepared month-end closing entries for accurate reporting and thorough recordkeeping.
- Verified and posted account transactions, prepared checks, and maintained accounting ledgers, ensuring accuracy and timely reconciliation of discrepancies.

### 2. Process Specialist :

Principal global services

- Administered 401(k), DC, and DB Plans
- Supported DOL/IRS Audits
- Handled payroll procedures, including eligibility, contributions, distributions/withdrawals, rollovers, and loans.
- Managed benefit payments and Form I-9
- Monitored participant account balances and financial statements
- Conducted investment valuations
- Generated fees reports, deferral reports, and plan activity reports
- Administered new entrants, replacement checks, and changes to loan terms

- Processed LPAs (Limited Power of Attorney) and beneficiary updates
- Handled employee-invested funds according to specified needs and subtypes

## Education -

- 2021                                      - **MBA Finance**  
Savitribai Phule Pune University  
75.71%
- 2019                                      - **B COM**  
Sant gadge Baba Amravati University  
70.16%
- 2016                                      - **HSC**  
Amravati Divisional Board  
86.62%
- 2014                                      - **SSC**  
Amravati Divisional Board  
81.40%

## Skills -

- Audit Preparation : Assisting with audit documentation
- Data Analysis : Analyzing financial data for accuracy
- Documentation Management : Organizing audit records
- Issue Resolution : Addressing audit discrepancies
- Report Generation : Creating audit reports
- Financial Reconciliation : Reconciling accounts
- Communication : Coordinating with auditors and teams
- Process Improvement : Recommending process enhancements

## **Certification -**

- Accounting fundamentals by CFI
- Fundamentals of credit by CFI
- Financial modeling by internshala
- Career enhancement programme by TCS ION

## **Declaration -**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility correctness of the above mention particulars.