

CURRICULUM VITAE

- Name: Avishkar Subhash Mandavkar
 - Address: 20/21, Kondhana Building, Opp, CDSS, Patwardhan Baug, Erandwane, Pune -411004.
 - Mobile No: 9529292064
 - Email ID : avishkarmandavkar@gmail.com
-

• CAREER OBJECTIVE

- Dedicated student with a fervent interest in finance, Audit and taxation poised to embark on journey. Desirous of working in an organization which provide adequate opportunity for career development and to learn to utilize my acknowledge and contribute to success of organization by my sincere effort. I am enthusiastic about the prospect of actively contributing to the firm innovative while furthering my Professional growth.

• ACADEMIC QUALIFICATION

- 2021-2023 : Master Of Commerce at Savitribai Phule Pune University with Final Grade **A**
- 2020-2021 : Bachelor of Commerce at Savitribai Phule Pune University with First Class
- 2017-2018 : Higher Secondary School Certificate (HSC) at Maharashtra State Board with First class with Dictinction (77.23%).
- 2015-2016: Secondary School Certificate (SSC) at Maharashtra State Board First Class with Distinction(88.40%)
- Studying ICMAI Appear CMA intermediate

▪ EXPERIENCE

- **Consultant:** Presently working with Protiviti India Members Firm Private Limited as Consultant Since March 2023.

Working Exposure

- Responsible for book keeping, file & documents maintenance, Finalization of books for Audit.
- Processed regular Journal entries to record all business transactions accurately and preparing monthly reports
- Performed general accounts analysis and reconciliations, including bank statements, accruals and Prepaid expenses.
- Prepared Monthly basis budgeted expenses and recording it.
- Prepared monthly basis royalty sheet and tracking accrual income.
- Conducted stock audit and physical verification of fixed assets ensuring accurate inventory records and proper asset management.

- Planning and execution of various statutory audit procedure including vouching of income and expenses items obtaining debtors and creditors and bank balance confirmation etc.
 - Prepared monthly basis royalty sheet and tracking accrual income.
 - Compliance with TDS Provisions and applicable accounting standard and Prepared TDS Return.
 - Handle the filling of income tax returns, GST returns on basis of monthly, Quarterly and annual Return
- **Accountant : Worked with “ Pune Construction Engineering research Foundation (November 2019 to January 2020)**

Working Exposure :

- Prepare Ledger & Posting And journal Entries and complete Bank reconciliation.
 - Scrutiny of ledger, Debtor and Creditor reconciliation, Verification of Bank reconciliation and cash balance.
 - Make monthly basis Vendor and Statutory Payment.
 - Managing Master Data, including Creation updates and deletion.
- **SOFTWARE AND TECHNICAL SKILLS :**
- Dynamic 365
 - SAP FICO
 - Advanced Excel, Word, Power Point
 - GST Desktop APP
- **PERSONAL PROFILE**
- Father’s Name: Subhash Shivram Mandavkar
 - Date Of Birth: 11/07/2000
 - Place Of Birth :Sindhudurg
 - Language Known: Marathi, Konkani, Hindi, English.
 - Hobbies : Tracking , puzzle solving, Joint NGO
 - Personal Skill: Effective Time management, Fast learner, Challenge Acceptance, Proactive and self motivated.
 - Participated in Maharashtra Chhatra Seva
 - Participated in Campaign Programs at School and College and Organization sss
 - Merit Certificate in Science Talent Search Competition.

● **DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: / /2024.

Place: Pune

(Avishkar Subhash Mandavkar)