

Mansi Barne

Accounting Intern

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CAREER OBJECTIVE

Recent B. Com graduate with a strong academic background in finance and accounting. Seeking an entry-level position in a reputable accounting firm to gain practical experience, contribute to efficient financial operations, and learn from experienced professionals.

EDUCATION

- **Master of Business Administration (MBA) (Pursuing)**
Specialization: Finance
Siddhant Institute of Business Management, Pune | 2024 - Present
- **Bachelor of Commerce (Banking and Finance)**
Indrayani Mahavidyalay, Talegaon, Pune | **77.80%** | June 2021 - April 2024
- **Higher Secondary Certificate (HSC)**
Adarsha College, Talegaon, Pune | **80.00%** | June 2020
- **Class 10th (CBSE)**
High Vision International School, Pune | **61%** | May 2019

Work Experience

Kumar Consultancy | June 2024 – Present **Accounting Associate (Current Role)**

- Preparing and filing GST returns, ensuring compliance with statutory deadlines.
- Managing Tax Deducted at Source (TDS) work, with a focus on timely and accurate submissions.
- Assisting with Income Tax Return (ITR) preparation for both individual and corporate clients.
- Handling employee salary payments, ensuring accurate calculations and timely disbursements.
- Conducting reviews of financial documents to ensure compliance with tax regulations and providing advisory support to clients.

INVICTOSONICS ENGINEERING LLP | March 2024 (2 Months)

Accounting Intern

- Created and processed delivery challans, sales bills, and purchase invoices with precision and timeliness.
- Conducted material in/out entries, ensuring accurate inventory management.
- Updated bank statements regularly for efficient financial tracking and reconciliation.
- Logged sales and purchase orders, enhancing operational efficiency in procurement and sales functions

Relevant Coursework

- Financial Accounting
- Taxation
- Auditing
- Cost Accounting

Certification's

- Proficient in Microsoft Excel
- Tally ERP 9 Certification
- Tax deduction at source (TDS)
- MSCIT

PROFESSIONAL SKILLS

- Excellent communication and team-building capabilities.
- Strong organizational, multitasking, and problem-solving skills.
- Dedicated to quality and efficiency.

LANGUAGES

- English
- Marathi
- Hindi

PERONAL INFORMATION

- **Date of Birth:** 9th May 2002
- **Address:** At/P-Sudumbare, Tal-Maval, Dist-Pune 412-109
- **Gender:** Female
- **Marital Status:** Unmarried

DECLARATION

I hereby declare that the information furnished by me is true to the best of my knowledge and belief.

Mansi Barne