

Manswi Shinde

manswishinde06@gmail.com

8381059025

Nityanand Complex, Bund garden Road Pune 411001

CAREER OBJECTIVE

Enthusiastic and driven BBA Finance graduate with a strong academic background in Accounts and Finance. Proficient in Tally and MS Office Suite. Seeking a dynamic role in Accounts or Finance to apply my skills and contribute to the achievement of company goals.

EDUCATIONAL QUALIFICATION

Degree/Course	University/Board	Year of Passing	Percentage/ CGPA
BBA (Finance)	Pune University	2023	70.00%
HSC	Maharashtra State Board	2020	59.29%
SSC	Maharashtra State Board	2018	80.00%

ADDITIONAL QUALIFICATION

1. Corporate Accounts & Finance Manager Course from Nilaya Education Group, Pune.
2. SAP -FI end user
3. MS- CIT
4. Tally Prime with GST

SKILLS

COMPUTER SKILLS	MS- OFFICE (Word, Excel, PowerPoint), Advanced Excel
TECHNICAL SKILLS	Tally, Excel and SAP FI End User
ACCOUNTING SKILLS	Bank Reconciliation Statement (BRS), Payroll, GST and Income Tax.
FINANCIAL SKILLS	Ratio Analysis, Capital Budgeting, TVM and Working Capital.

EXPERIENCE

- Finance Intern

Feb 2023 – March 2023

FarmDidi

1. Invoicing in Zoho Books software
2. Record keeping
3. Marketing

PROJECTS

NAME	WORK
Miracle Agency	Preparing of financial statements i.e. making entries in tally along with TDS, Account finalization in tally with GST entries, GST reports and MIS reports. Calculating payroll in Excel (ESI, EPF, HRA, PT) creating CMA report and Bank Reconciliation Statements (BRS) in both Excel and Tally.
Fashion Enterprises	
Green Life Foundation	
Funny Computers	
Ankur Company	

EXTRA – CURRICULAR ACTIVITIES

- **Certificate Course in Advance Accounting –:**
Completed a course in advance accounting covering topics like auditing, taxation and financial reporting.
- **Management – Managerial Accounting by nptelhrd :-**
Attended an online management accounting course on Cursa, covering key topics such as basic accounting principles, cash flow analysis, Profit and Loss (P&L) statements and introductory financial analysis.
- **NGO Participation :-**
Actively volunteered with Wings for Dreams contributing to community service activities including tree plantation, teaching children in underprivileged area, distributing clothes and organizing events.
- **Security Analysis Workshop –:**
Completed a one - week workshop on security analysis, focusing on investment strategies, portfolio management and risk management.

PERSONAL DETAILS

- **Hobbies :-** Reading, Badminton and Chess
- **Contact:-** 8381059025
- **Email Address:-** manswishinde06@gmail.com
- **Date of Birth:-** 06/10/1999
- **Marital status:-** Unmarried
- **Languages:-** Fluent in English, Hindi and Marathi
- **Address:-** Bundgarden, Pune- 411001

DECLARATION

I hereby declare that the information provided in this resume is true to the best of my knowledge and belief.

Date: -

Place :- Pune

Manswi Shinde