

MAHENDRA FULWADIYA

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CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn A job which provides me satisfaction and utilize my skills in Order to increase productivity of organization individual growth.

PERSONAL DETAILS

Address: Room No. 08, Chawl No. 01 Near Ganesh Temple, Thakkar Bappa Colony, Chembur Mumbai – 400071

Date of Birth: 06.07.2000

Languages Known: English, Hindi, Marathi

WORK EXPERIENCE

Madane And Associates (1st Oct 2023 to 31st May 2024)

Job Profile - Account Assistant, Accounts Department.

- Bookkeeping
- Banking-related tasks
- Computation and filing of GST returns
- Any other duties as required from time to time

Bluebird Shipping line LLP (1st August 2024 – 30th April 2025)

- Filing Of GST Returns i.e. GSTR 1, GSTR 3B.
- GSTR-2A Reconciliation.
- Books of Accounts (Invoicing - Sale & Purchase, Credit & Debit Note, Payment Voucher & Receipt, Journal entries).
- Reconciliation of Bank statement.
- Preparation of Cheques, Transferring Payments and handling all Banking activities.
- Preparing Invoices
- Assist in monthly financial reporting for senior management encompassing revenue, expense, head count, and other labor related expenses

SKILLES

Communication, Management, Listening, Leadership, Team building

EDUCATION

<u>DEGREE</u>	<u>NAME OF INSTITUTION</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR OF PASSING</u>	<u>PERCENTAGE /CGPA</u>
<u>M.COM</u>	VES College Of Arts, Science & Commerce	Mumbai University	March, 2023	78%
<u>B.COM</u>	VES College Of Arts, Science & Commerce	Mumbai University	May, 2021	72%
<u>HSC</u>	Swami Vivekanand Kanistha Mahavidyalay	Maharashtra State Board	Feb, 2018	60%
<u>SSC</u>	Swami Vivekanand Vidyalaya	Maharashtra State Board	March, 2016	63%

COMPUTER SKILLS

- MS-CIT & MS-OFFICE
- ADVANCED EXCEL & TALLY PRIME WITH GST
- OUTLOOK

EXTRACURRICULAR ACTIVITY

- Participated in college programs as volunteer.
- Participated in Value Lab VESASC Quiz

HOBBIES

- Playing cricket, Kabaddi, Carrom
- Photo& Video Editing
- Listening Music

DECLARATION

I Mahendra Fulwadiya hereby declared that the furnished information about is true to my best knowledge.

Signature

MAHENDRA FULWADIYA

