**MAHESH ASHOK TANAWDE.**

 **C-104, ANANDVAN SUNDARVAN SOC.**

 **R.J.NAGAR, PHOOLPADA ROAD, NEAR**

 **DUDHDARYA GARDEN, VIRAR (EAST)**

 **PIN - 401303**

 **MOBILE: 8097101752/8550953489**

 **E-mail:** **tanawdemahesh1601@gmail.com**

**tanawdemahesh@gmail.com**

**Career Objective:**

To always be a core team player in achieving organizational goals by being dedicated and committed and grow and excel along with the organization.

* **Academic Qualifications:**
* *Passed B.Com .Exam from Mumbai University, Mumbai in the year 2011.*
* *Passed H.S.C. Exam from, Mumbai Board, Mumbai in the year 2008.*
* *Passed S.S.C. Exam from Maharashtra Board, Mumbai in the year 2006.*
* **Post graduations:-**
* *Post Graduation Diploma in Business Management in the year 2012-13.*
* **Technical Skills:**
* Good Practical knowledge of MS Office (Word, Excel, PowerPoint)
* Tally ERP.9.0 / Tally Prime
* *Diploma in computer hardware & software engineering pass with first class in the year 2009-10.*
* *Maharashtra State Certificate Course in Information Technology Pass with 68% From Keerti Computer Institute in the year 2012.*
* *English and Marathi typing.*

* **PROFESSIONAL EXPERIENCE:**
1. **Organization Name:**

**LIPAP SYSTEM PRIVATE LIMITED**

**Duration : From 08TH August 2013 to 19th March, 2017.**

**Designation: Assistant-Accounts**

1. **Organization Name:**

**SIESTA** **HOSPITALITY SERVICES LTD.**

**Duration : From 20th March, 2017 to 31St May,2019.**

**Designation : Senior executive : Accounts & Finance.**

**Section : Accounts Receivable.**

* ***Job Profile:***
* Ensuring proper accounting entries.
* Sales/purchase invoicing.
* Bank Reconciliation
* Excise Invoicing
* Preparation of Statement containing C-Form receivable and issuing details.
* Posting receipt entries.
* Revenue reconciliation.
* Payment follow up with Client.
1. **Organization Name:**

**ALL SERVICES GLOBAL PRIVATE LIMITED.**

**Duration : From 1st August ,2019 to 31st December, 2021.**

**Designation : Account & Billing Executive.**

* **Job Profile**
* Billing and receiving clerks perform duties such as compiling, Analyzing and recording bills, preparing and issuing invoices And providing customer service.
* Month-end closing of the billing group information.
* Ensuring proper accounting entries.
* Excellent communication skills both written and verbal, and internal personal skills.
* Excellent analytical and problem solving skills.
* Sales/purchase invoicing.
* Bank Reconciliation
* Posting receipt entries.
* Payment follow up with Client.
1. **Organization Name :**

**VIBGYOR GROUP OF SCHOOL.**

**Duration : From 01st January, 2022 to 15th April, 2022**

**Designation : AR Executive – Accounts & Finance**

* **Job Profile.**
* Create new report templates as per the requirement.
* Collate reports from centers and prepare dashboards.
* Regularly follow-up with Business / Functions / Schools on report completeness & accuracy
* Validate and report discrepancies/feedback on data received
* Prepare a graphical analysis and create Summarized reports.
* Fees Reconciliation
* Timely & accurately development of MIS & book of accounts.

**Personal Details:**

**Date of Birth :** 1st December 1990

**Marital Status :** Single

**Father’s Name :** Ashok M. Tanawde

**Hobbies :** Playing cricket, Reading Books and Listening Music

**Languages Known** **:** English, Hindi and Marathi

DATE:

PLACE: Mumbai (Mahesh A. Tanawde)