

ROLL NUMBER: P24703028**Shrikant Gondkar**

Male

DOB

06-Jul-2001

TECHNICAL SKILLS

- Tally ERP
- MS Office

PERMANENT ADDRESS

Sai Hari Prasad Niwas, Beroba
Road,sathbhai Mala,shirdi
City: Ahmednagar
State: Maharashtra
Pincode: 423109

LANGUAGE

- Hindi
- English

INTERESTS

- Music

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	NA	2026
Graduation	SYMBIOSIS COLLEGE OF ARTS AND COMMERCE	66.57	2024-Apr
Intermediate	HSE KOPERGAON	55.08	2020-Jun
High School	CBSE SANGAMNER	73.80	2018-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 32 Weeks)**VED PRASAD AND CO.**

02-Sep-2021 - 12-Feb-2022

23 Weeks**PROFILE:** Accounts and Audit Assistant**Roles & Responsibilities:**

- Account Work- Bookkeeping: Maintaining accurate financial records of clients, including recording day-to-day transactions like sales, purchases, expenses, and receipts.
- Ledger Maintenance: Managing ledgers for various accounts, ensuring that all transactions are posted correctly.
- Preparation of Financial Statements: Assisting in preparing financial statements such as profit and loss accounts, balance sheets, and cash flow statements.
Reconciliation: Bank reconciliations, reconciling client accounts, and identifying discrepancies in financial data.
- Vouching and Testing: Checking vouchers, receipts, invoices, and supporting documents to validate transactions and compliance.GST and Tax Returns: Assisting in preparing and filing GST returns, income tax returns, and other statutory filings for clients.
- TDS Calculation and Compliance: Ensuring proper deduction of taxes at source (TDS) and managing quarterly TDS returns.
- Tax Audits: Assisting in tax audit procedures, ensuring that tax computations are accurate and compliant.Client Interaction and Communication
- Coordination with Clients: Communicating with clients to gather necessary financial data, clarifying queries, and supporting their compliance requirements.
- Providing Reports: Assisting in generating periodic financial reports for clients or management.

Bank of Maharashtra

13-May-2025 - 13-Jul-2025

8 Weeks**PROFILE:** Banking & Operations**Roles & Responsibilities:**

My roles and responsibilities were typically aligned with understanding the internal functioning of the bank, supporting day-to-day operations, and helping with customer service.

Here's a structured list of the key roles and responsibilities I handled :

1. Customer Service & Front Desk Operations (Observation & Support)

Assist in account opening procedures (KYC verification, documentation).

Understand and help with deposit operations (FD, RD, current/saving accounts).

Support in explaining banking products to customers.

2. Operational Efficiency & Process Mapping

Study the workflow of banking operations.

Understand clearing

3. Data Entry & Documentation

Supported in data entry or updating customer records in banking systems.

Help prepare compliance reports, internal audit logs, and documentation for regulatory purposes.

4. Credit & Loan Operations (Back Office)

Support the documentation and file processing for home loans.

Learned about risk assessment.

CERTIFICATION DETAIL

- Accounts and Audit Assistant
- Investment Banking Virtual Experience
- Data Analytics Consulting Virtual Internship
- Google Fundamentals Of Digital Marketing
- EDUYOUTH MEET
- Financial Modeling