

ROLL NUMBER: P24703028


Mr. Shrikant Gondkar
Male

DOB

06-Jul-2001

TECHNICAL SKILLS

- other
- Tally ERP
- Ms excel
- Management

PERMANENT ADDRESS

Sai Hari Prasad Niwas, Beroba
 Road,sathbhai Mala,shirdi
 City: Ahmednagar
 State: Maharashtra
 Pincode: 411045

LANGUAGE

- ENGLISH
- HINDHI
- MARATHI

INTERESTS

- Playing Basketball
- Working in NGO
- Reading books

Profile Verification Status

- 10th Marksheet/Certificate is not verified.
- 12th Marksheet/Certificate is not verified.
- Graduation Marksheet/Certificate is not verified.
- Aadhar Card is not verified.
- PAN Card is not verified.
- Project / Internship details are not verified.

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 AN AUTONOMUS COLLEGE UNDER SAVITRIBAI PHULE PUNE UNIVERSITY	66.57	2024-Apr
Intermediate	HSE KOPERGAON	55.08	2020-Jun
High School	CBSE SANGAMNER	73.8	2018-Jun

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 40 Weeks)
VED PRASAD AND CO.

02-Sep-2021 - 12-Feb-2022

23 Weeks
PROFILE: Accounts and Audit Assistant

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.

Bank of Maharashtra

13-May-2025 - 13-Jul-2025

8 Weeks

PROFILE: Banking & Operations

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.

Hereâ€™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