

Manjusha Sadashive

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Summary

Supportive Accounting Assistant known for taking initiative to maintain best-in-class accounting services. Proven history of helping modernize offices while maintaining financial recordkeeping.

Skills

- Microsoft office-Excel, word, power point, Access
- Financial Accounting
- Tax preparation
- SAP
- TDS
- Journal/data entry
- Banking
- Digital marketing
- Communication skills
- Account evaluation
- Month-end documentation

Experience

07/2018 - 03/2019

Accounting Assistant, **Sai Ganesh Services**, Pune, Maharashtra

- Coordinated timely payments from vendors, clients and account holders.
- Interfaced with technical team members to automate processes and streamline accounts payable and receivable activities.
- Compiled budget documents and monitored costs to maintain control systems.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Coded invoices and other records to maintain organized and accurate records.

01/2017 - 02/2018

Advisor, **Reliance Company**, Pune, India

- Applied exceptional skills in communication and conflict-resolution to improve decision-making process.
- Evaluated problematic issues carefully to develop fully-vetted opinions.
- Authored well-researched papers defining problems and possible solutions.

Education And Training

04/2020

Batchelor Of Commerce, Marketing Management And Research
University Of Pune, Pune, India

Edubridge Certified Industry Professional, Pune, India

Banking Professional Programme With A Specialisation In GCIP-BUSINESS
Correspondence/Business Facilitator, Banking
Edubridge Certified Industry Professional On

Languages

English: : C2

Proficient

Hindi: : C2

Proficient