

# Aishwarya Dinesh **Ambilwade**

PROJECT ASSISTANT & ACCOUNTANT

At Post Andhaner, Tq. Kannad, Dist. Chhatrapati Sambhaji Nagar, Maharashtra 431103, India

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“Hard work, dedication, and discipline are the keys to success.”

## Objective

Dedicated Project Assistant and Accountant with strong expertise in accounting operations, GST compliance, and financial management. Committed to leveraging technical skills in Tally, Excel, and data analysis to drive organizational success while pursuing advanced certifications in business analytics and data analysis.

## Education

### C.D. Jain College of Commerce, Shrirampur

M.COM (MASTER OF COMMERCE)

Maharashtra, India

Expected Jul 2026

### C.D. Jain College of Commerce, Shrirampur

B.COM (BACHELOR OF COMMERCE)

- CGPA: 8.92/10

Maharashtra, India

April 2024

## Professional Experience

### Param Skills Training India Private Limited (PSTIPL)

PROJECT ASSISTANT

- Provided full-time dedicated support to organizational objectives and strategic projects
- Assisted in project planning, coordination, and successful execution of training initiatives
- Collaborated with team to develop and deliver skill development programs
- Managed student registration to government portals and maintained comprehensive student records
- Handled documentation, reporting, and project tracking using MS Excel and organizational tools

Chhatrapati Sambhajnagar,

Maharashtra, India

Jul 2025 - Mar 2026

### K.T. Joshi Tax & Finance Consultant, Shrirampur

ACCOUNTANT

- Handled day-to-day accounting operations and ensured accurate bookkeeping
- Filed GST returns and prepared income tax documents for salaried individuals
- Ensured compliance with tax regulations and reconciled bank statements
- Maintained ledgers and generated monthly financial reports
- Assisted with client financial planning and communication regarding taxation issues
- Supported senior accountant in preparing financial statements including balance sheets and profit & loss accounts
- Assisted with GST filing, TDS calculation, and returns using Tally ERP 9 and MS Excel
- Participated in auditing processes and verified financial data from clients
- Maintained organized client records and digitized accounting files
- Gained hands-on experience with practical accounting tasks and compliance standards

Maharashtra, India

Jan 2024 - Jun 2025

## Skills

### Accounting Software

Tally ERP 9, Tally Prime, MS Excel

### Technical Skills

GST Filing, TDS Calculation, Income Tax Documentation, Bank Reconciliation

### Data Analysis

MS Excel (Advanced), Power BI (Pursuing), Data Visualization, Financial Analysis

### Analytical & Soft Skills

Problem-solving, Financial planning, Adaptable, Quick learner, Team collaboration

### Languages

Fluent in English, Hindi, and Marathi

## Certificates & Courses

**MS-CIT**, Maharashtra State Certificate in Information Technology

**KLIC Tally Prime with GST**, Tally ERP 9 Certification

2026 **Microsoft Excel Professional Certificate**, Microsoft Coursera

2026 **Microsoft Power BI Data Analyst Professional Certificate**, Microsoft Coursera

*Pursuing*

*Pursuing*

## **Achievements & Interests**

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- Consistently among the top 5% of the students during academics
- Hobbies include reading business articles and novels, painting, and music