**DIVYANSHU SHRIVASTAVA**

47/C Mitra Bandhu Nagar Indore (M.P) 452016

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**PROFESSIONAL EXPERIENCE**

NIRVANAA HOTEL & RESORT INDORE, M.P

**Senior Accounts Executive June 2017 – August 2019**

## Maintained accounts and ledgers of company

* Managed gst return monthly as well as quarterly and taking care of tds too.

## Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data

## Performed process analysis, and communicated recommendations to management

* Process journal entries and perform accounting corrections to ensure accurate records
* Preparing or planning for the financial statements
* Working under the Chartered Accountant as an Assistant.

**EDUCATION**

**School of Data Science and Forecasting** INDORE, MP

Masters of Business Administration

Business Analyst

**SJHS GUJARATI INNOVATIVE COLLEGE** INDORE, MP

B.COM with taxation, 2017

**ANGEL HEARTS ACADEMY** INDORE, MP

Higher secondary exam (12th standard), 2014

* Commerce with Math’s

**ANGEL HEARTS ACADEMY** INDORE, MP

High school exam (10th standard), 2012

**ADDITIONAL SKILLS**

* R Programming.
* Python.
* Spreadsheet Modelling.
* Knowledge of tally and practical accounting.
* Excellent communication skills, and ability to present complex information in an easy to understand format.

**PERSONAL SKILLS**

* Well organized, reliable, punctual and competent.
* Detail Oriented.
* Good IT systems knowledge and be able to adapt to new procedures quickly.
* Excellent communications skills and able to liaise with customers & suppliers.

**CERTIFICATIONS**

* Data Science with Machine Learning Workshop conducted by Ethical Edufabrica Pvt. Ltd.
* Certified diploma ADCAP (ADVANCE DIPLOMA OF COMPUTER APPLICATION & PROGRAMMING) from RNCSM.
* Certified from Gujrati Innovative college in practical accounting

**ACHIEVEMENTS**

* Winner duet dance competition
* Winner Musical competition
* Second runner up in Speech Competition

**HOBBIES AND INTERESTS**

* Athlete
* Sportsperson
* Reading habit
* Flutist

Date: DIVYANSHU SHRIVASTAVA