

# DISHITA KUNDER

Finance Undergraduate

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## SUMMARY

Finance undergraduate with a strong base in data handling, reporting, and team coordination through active committee and event involvement. Experienced in managing Excel-based student data, supporting event operations, and contributing ideas for finance-related activities. Recognized for clarity, reliability, and quick learning. Brings an analytical mindset and practical, hands-on execution to tasks. Seeking opportunities in Operations or Finance to apply accuracy, structured thinking, and consistent performance.

## WORK EXPERIENCE

### Accounting Executive

Ca Mahesh Mehta and CA Ayush Mehta Associates and CO Jul 2025 - Sep 2025 📍 BORIVALI

- Assisted in bookkeeping, voucher entries, and invoice verification.
- Maintained financial records using Excel and accounting software.
- Supported bank reconciliation and basic accounting documentation.

### Head of Reporting

ZEST COMMITTEE

- Led reporting activities for the committee, managing accurate records of volunteer work hours and task completion.
- Prepared structured reports for meetings and events, ensuring clarity, correctness, and timely submission.

### Events Executive

E-Cell Committee And ZEST

- Contributed ideas for finance-related events and supported planning and execution.
- Assisted with event preparation, participant coordination, and smooth on-ground operations.

## EDUCATION

### Bachelors in Accounting And Finance (BAF) in Accounting And Finance

Kishinchand Chellaram College (KC College)

2023 - 2026 GPA: 9.8

### HSC

Mithibai College of Commerce And Arts

2021 - 2023 GPA: 90.17%

### CICSE

Pawar Public School

2010 - 2021 GPA: 96.5%

## SKILLS

MS Excel

Accounting Fundamentals

Clear Communication

Tally

Quick Learning & Adaptability

Problem-Solving Mindset

## LANGUAGES

English

Native ●●●●●

## TRAINING / COURSES

### Financial Modelling Certificate

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