

ADITYA KHANDALE

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Executive Assistant

Detail-oriented and dependable Cashier with hands-on experience in cash management, bank reconciliation, and daily financial coordination at Tata Motors. Skilled in handling high-volume cash transactions with accuracy, consistency, and compliance. Currently pursuing a Bachelor of Commerce degree, with certification in Tally software. Seeking to bring strong numerical accuracy and financial discipline to an operations role.

WORK EXPERIENCE

TATA.CARS (via Kesan Global Consultancy)

08/2025 – Present

Cashier and Accounting Assistant – Banking & Financial Operations

- Software data migration: Entrusted with transferring first-hand transaction logs from Autonet POS into Tally Prime, ensuring accuracy throughout manual accounting data entry.
- Managed end-to-end cash handling, including daily cash receipts and accurate bank-linked deposits.
- Maintained precise transaction records and daily financial reconciliation to ensure accountability.
- Coordinated real-time updates on cash and banking activity through WhatsApp and internal systems.
- Handled high-volume, high-value cash transactions while maintaining accuracy, consistency, and compliance with company protocols.

EDUCATION

Bachelor of Commerce (B.Com) – Business/Commerce, General

Savitribai Phule Pune University (SPPU)

Expected 03/2027

Currently in final (3rd) year

CERTIFICATIONS

Getting Started with Artificial Intelligence

05/2026

IBM

Tally Software Certification

SKILLS

Accounting & cash: bank deposits, billing and invoice checking, Cash handling and reconciliation of high-volume transactions, transaction record-keeping

Software: Autonet POS, MS Excel, Tally Prime, Voucher entries

Professional: accuracy and consistency, Attention to detail, coordination and follow-up, financial compliance and reporting

Interests: Meditations, Philosophy, Reading