



AISHWARYA DHUMAL

JUNIOR COUNSELLOR AND ACCOUNTS HEAD

CONTACT

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411038 Kothrud Pune

SKILLS

Provide excellent service and build relationships.

Understand and explain products and services clearly.

Speak and write clearly, listen actively.

Persuade and guide customers towards purchasing or choosing services

Accurately process payments and handle money responsibly.

Financial Knowledge: Understand financial products, services, and markets.

Counselling and therapy techniques

Financial management and accounting

Excellent communication and interpersonal skills

Leadership and team management

Proficient in internal level MIS Work

LANGUAGES

- English
- Hindi
- Marathi

Hobbies and Interests

Volunteering at Animal shelters, youth programs, or community services to help others

Listening to self-help or psychology podcasts

Participating in events to improve my communication skills, and the ability to engage with people



SUMMARY

Dedicated and compassionate Junior Counsellor with experience in providing emotional support and guidance to individuals. Proven ability to manage finances and lead teams as an Accounts Head.



WORK EXPERIENCE



Organization Name : Finwizz Financial Services Pvt.Ltd
Work Profile : Sales Assistant and Financial service Provider
Work Experience : Sales Assistant and Financial service provider (January 2019 To December 2020)



A sales assistant greets customers, helps them find products, manages inventory, and processes transactions, while a financial service provider assesses clients' financial needs, advises on suitable products, processes account operations, and ensures compliance with regulations.



Organization Name: Frameboxx Animation and Visual Effects Private Limited, Pune
Work Profile: Junior Counsellor and Accounts Head
Work Experience: Junior Counsellor and Accounts Head (March 2021 to February 2025)



Conducted individual and group counseling sessions for clients

- Developed and executed personalized treatment plans
- Collaborated with senior counselors to ensure effective client care
- Maintained accurate and confidential client records
- Managed financial records and accounts efficiently
- Prepared and presented financial reports to senior management



Accomplishments

As a Junior Counselor, I supported X clients through personalized counseling, improving their emotional well-being and achieving a 100% increase in satisfaction. I also organized wellness events and collaborated with professionals to strengthen client support.

As Accounts Head, I managed finances, reduced costs by 70%, and improved reporting efficiency through new software. I led a team of X accountants and implemented process improvements that saved the company 100%.



EDUCATION

SSC in Year of 2015 Vimlabai Garware High School, Pune

HSC in Year of 2017 Abasaheb Garware High School, Pune

BA (Arts) in Year 2018 to 2021 BA (Arts) Abasaheb Garware College , Pune



Additional Qualities

- Prepared and presented financial reports to senior management.
- Implemented effective financial planning and budgeting strategies.
- Monitored and maintained brand consistency.

