



OBJECTIVE

Detail-oriented and motivated BCom graduate with strong knowledge of accounting principles, financial reporting, and taxation fundamentals. Possess basic knowledge of MS Excel and Tally ERP with hands-on experience in financial data analysis and reporting. Skilled in invoice processing, GST concepts, reconciliations, and maintaining accurate financial records. Quick learner with strong analytical skills.

EDUCATION

East point college of higher education

Bachelor's Of Commerce
2022 - 2025

Sree venkateshwara pu college

Commerce Stream -EABC
2020 – 2022

SKILLS

- Microsoft Excel
- Tally ERP9
- Power BI
- General Accounting
- Time Management

CERTIFICATIONS

- Campus to Fintech Careers Program – Capgemini (Finance, Advanced Excel, Power BI)
- Core Employability Skills – Reaching Hand (Advanced Excel, Tally Prime, GST, TDS, Communication Skills)

INTERNSHIP EXPERIENCE

AC RAJ & CO. Audit intern

01/jan/2025
to
01/may/2025

- Performed data cleaning by verifying entries, removing duplicates, reconciling mismatched data, and validating figures in Excel.
- Assisted in GST return preparation and filing (GSTR-1 & GSTR-3B) for multiple clients.
- Gained practical exposure to GST portal operations and compliance procedures.
- Worked on MS Excel for data compilation, reconciliation, and reporting.

HOBBIES

- Listening to music
- Playing games
- Gardening

LANGUAGE

- Kannada
- English
- Hindi
- Telugu