

Sona Jain

🏠 C/7 Satyam Shivam co-op
hsg. Society, Indira nagar,
Mumbai 400042
📞 (+91) 9321722154
✉️ sonajain1801@gmail.com
LinkedIn: <https://www.linkedin.com/in/sona-jain-7a9161220>

CAREER OBJECTIVE

A fresher, graduate in Accounts and Finance willing to gain experience and to work for a progressive organization to refurbish my skills.

EDUCATION

Bachelor of Accounts and Finance, (August 2019 - May 2022)
S.K. Somaiya Degree College of Arts, Science and Commerce
(Vidyavihar)

CGPA : 9.89/10

Higher Secondary Examination, (June 2017- April 2019)
K.J. Somaiya Junior College of Arts and Commerce
(Vidyavihar)

CGPA : 9.47/10 (90%)

Senior Secondary Examination, (June 2007- April 2017)
St. Francis Xavier's High School (Kanjurmarg)
CGPA : 9.49/10 (90.20%)

CERTIFICATES

Advance Excel

Tally ERP 9

MS-CIT

SKILLS

- Microsoft Office
(Word, Excel, Powerpoint)
- Advance excel
(Lookups, Pivot table, etc.)
- Tally Erp 9
- G Suite
- Time management and creative skills

LANGUAGES

- English
- Hindi
- Marathi
- German (basic)

INTERESTS

- To learn Digital Marketing