

K. Harshitha Goud

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Location: Hyderabad, Telangana.

Summary

I am a highly motivated and passionate B.Com (Computer Applications) student with a strong enthusiasm for learning and exploring new areas. I am seeking a responsible career opportunity where I can utilize my skills, enhance my knowledge, and contribute effectively to a dynamic organization.

Experience:

COMPANY NAME: CHETAN ROADLINES PVT.LTD

POSITION: Intern

DURATION: December 11, 2024 – January 10, 2025

- Monitored and updated the daily lorry tracking status.
- Sent status updates to relevant mentors.
- Managed LR copies and updated transportation details.
- Performed data entry, and handled transportation billing.

Academic Achievements:

- Received the **Academic Excellence Award** for outstanding academic performance.
- Demonstrated Leadership as the leader of NSS (**National Service Scheme**).

Certifications:

- Short-Term Course Certificate (as a Resource Person).
- NSS (National Service Scheme) Certificate.
- Tally Prime Education Certification.
- Account Executive Certification – MSME, Government of India.
- Training Program Completed – Nandi Foundation

Skills:

- Tally Prime
- Data entry
- Time management
- Team collaboration
- Microsoft Office (Excel, Word, PowerPoint, and Access)
- Transportation logistics
- Multitasking
- Excel charts and pivot tables
- Basic accounting
- Leadership development

EDUCATION :

01/2025	Government Degree College for Women B.COM(COMPUTER APPLICATION) GPA: 89%
01/2022	Sri Gayatri Junior College Higher Secondary School Certificate MEC GPA: 86.5%

Projects:

- **Excel-Based Project:** Performed data cleaning, processing, analysis, and created interactive dashboards to derive actionable insights.
- **TNS Training Projects:** Completed multiple projects focused on data analysis and visualization using Excel and Power BI.
- **Power BI Projects:** Currently working on creating dynamic dashboards and visual reports to support data-driven decision-making.
- **Gen Z Spending Behavior Analysis:** Analyzed Gen Z's financial behavior during economic uncertainty using surveys and data tools to identify spending trends and priorities.

Personal Details:

- **Address:** 8-4-369/115, Site-3, Borabanda, Hyderabad, Telangana.
- **Date of Birth:** March 7, 2004.
- **Languages:** English, Hindi, Telugu.
- **Hobbies:** Dancing, Traveling, wall painting