

## **SHAKTHI M**

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### **PROFESSIONAL SUMMARY**

B.Com (Corporate Finance – US CPA Pathway) student with strong analytical, documentation, and MS Office skills.

Experienced in record-keeping, task coordination, communication, and basic financial understanding. Looking for an entry-level role where accuracy, responsibility, and consistency are essential.

### **CORE SKILLS**

- MS Excel, Word, PowerPoint
- Documentation & Email Writing
- Analytical Thinking
- Financial Reporting (Basics)
- Internal Controls (Basics)
- Task Tracking & Coordination
- Customer Handling & Communication

### **EDUCATION**

#### **B.Com – Corporate Finance (US CPA Pathway)**

Mount Carmel College, Bengaluru

### **EXPERIENCE**

#### **Class Prefect | Mount Carmel College | 2024–2025**

- Coordinated academic communication and class schedules.
- Maintained structured documentation and records.
- Improved planning, teamwork, and organizing abilities.

#### **Founder – Resin Jewelry Business | 2023–Present**

- Managed budgeting, pricing, and order logs using Excel.
- Handled customer communication and delivered 56+ custom orders.
- Maintained clear records and improved workflow efficiency.

### **CERTIFICATIONS**

- Business Analysis & Process Management – Coursera

### **ACHIEVEMENTS**

- Best Class Prefect – BCWCC
- Scroll of Honour – Academic Excellence

### **LANGUAGES**

English, Hindi, Kannada, Telugu, Tamil