
RESUME

TASMIYA

Bangalore, India

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Career Objective

To secure an entry-level position that allows me to apply my skills, learn from real-world experiences, and contribute effectively to organizational success.

Education

B.COM (BPS) – Mount Carmel College, Bengaluru – 2023 to 2026 –
CGPA 7.64 (72.56%)

PUC / 12th – St. Charles Women's PU College – March 2023 – 88.8%

SSLC / 10th – Good wills Girls High School – July 2021 – 67.52%

Key Skills

- MS Office (Word, Excel, PowerPoint)
- Communication & Interpersonal Skills
- Time Management & Team Collaboration

Academic Projects

- Prepared a comparative analysis of financial statements as part of coursework, highlighting key trends and preparing summary reports.
- Worked on MS Excel assignments involving data entry, formatting, and formula-based analysis.

Self-Learning Initiatives

- Gained practical knowledge of MS Excel functions such as VLOOKUP, Pivot Tables, and conditional formatting through online tutorials.
- Developed familiarity with business communication tools such as Google Workspace (Docs, Sheets, Slides) through independent practice.

Hobbies & Interests

- Travelling and exploring new places
- Learning new digital tools and skills
- Photography

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.