

# Ananya Ravi

Email Id : [ananyaravi12305@gmail.com](mailto:ananyaravi12305@gmail.com) | +91-9141009116 | [LinkedIn](#) | Bengaluru, India

## Objective

Motivated Bachelor of Commerce student at Mount Carmel College, seeking a junior tax associate role to apply skills in tax compliance and financial documentation .

## Education

### Mount Carmel College (Autonomous) – Bengaluru

Bachelor of Commerce (Industry Integrated) | 2023 – Present

Coursework: Financial Management, Business Analytics, Accounting, Business Communication

### Vidya Mandir PU College – Bengaluru

Karnataka State Syllabus (Commerce) | 2021 – 2023 | Aggregate: 87.5%

### Cluny Convent High School (ICSE) – Bengaluru

10th Standard | 2021 | 94.7%

## Internship Experience

### Finance Intern – Kongovi Pvt Ltd, Bengaluru | May 2024 – July 2024

- Supported the Finance and Operations team in streamlining invoice processing, employee reimbursements, and tax documentation.
- Collaborated with cross-functional teams to ensure accuracy and timeliness of accounts payable and receivable functions.
- Prepared financial and operational reports using Excel, enhancing data-driven decision-making.
- Assisted in identifying process inefficiencies and proposed workflow improvements, contributing to operational excellence.

### Intern – JPSR Chartered Accountancy Firm, Bengaluru | April 2024 – May 2024

- Gained hands-on experience in GST compliance, reconciliation, and filing procedures.
- Assisted in posting invoices on Tally ERP, ensuring accurate bookkeeping and maintenance of financial records.
- Supported senior accountants in verifying client documentation, improving the accuracy of monthly financial statements.
- Strengthened analytical and documentation skills through exposure to real-world accounting and audit operations.

## **Skills**

- Technical & Analytical: MS Excel (Pivot Tables, VLOOKUP, Data Organization), MS PowerPoint, MS Word, Tally ERP, Financial Reporting, Process Documentation
- Operational & Business: Business Communication, Process Improvement, Risk Awareness, Client Service Orientation
- Soft Skills: Collaboration, Leadership, Problem-Solving, Time Management, Team Building, Analytical Thinking

## **Leadership & Extracurricular Activities**

- NSS Volunteer – Mount Carmel College (2024 – Present): Collaborated with a diverse team to organize and promote campus events, driving student engagement
- District level throwball player

## **Linguistic Proficiency**

- English: Advanced (Written & Oral)
- Kannada: Native (Written & Oral)
- Hindi: Intermediate (Comprehension & Conversational)
- French: Beginner

## **Hobbies & Interests**

- Athletics, Throwball, Swimming
- Karate (Black Belt) – Demonstrates discipline, focus, and resilience
- Reading fiction and non-fiction books