

# Shakthi M

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## PROFESSIONAL SUMMARY

B.Com (Corporate Finance – US CPA Pathway) student with strong analytical, accounting, and MS Office skills. Experienced in documentation, record-keeping, teamwork, and task execution. Seeking an Audit Analyst role at Grant Thornton.

## SKILLS

- MS Excel, Word, PowerPoint
- Financial Reporting (Basics)
- Analytical Review
- Internal Controls (Basics)
- Documentation & Email Writing
- Task Tracking

## EDUCATION

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

Mount Carmel College, Bengaluru

## EXPERIENCE

**Class Prefect | MCC | 2024–2025** - Coordinated academic schedules and communication. - Strengthened planning and documentation skills.

**Founder – Resin Jewelry Business | 2023–Present** - Managed budgeting, pricing, and order records. - Improved cost efficiency and customer handling.

## CERTIFICATIONS

Business Analysis & Process Management – Coursera

## ACHIEVEMENTS

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

## **LANGUAGES**

English, Hindi, Kannada, Telugu, Tamil