

SHRUTI TEKRIWAL

✉ Shruti04tek@gmail.com | ☎ +91 6394312085

📍 Bahraich, Uttar Pradesh | 📅 Fresher – B.Com (Pursuing)

CAREER OBJECTIVE

Motivated and detail-oriented B.Com student seeking to contribute to a dynamic organization. Eager to apply academic knowledge, communication skills, and technical proficiency in a professional setting. Committed to long-term growth and continuous learning within a collaborative environment.

KEY SKILLS

- Strong Communication Skills
 - MS Excel (Spreadsheets, Pivot Tables, Charts)
 - Tally ERP
 - Time Management
 - Sales & Marketing Fundamentals
 - Basic Financial Operations
-

PERSONAL ATTRIBUTES

- Reliable and Honest
 - Punctual and Self-Motivated
 - Initiative-Taker and Quick Learner
 - Adaptable and Team-Oriented
-

ACADEMIC QUALIFICATIONS

Bachelor of Commerce (General)

Mount Carmel College (Autonomous), Bangalore — *Pursuing*

12th – CBSE Board

Bahraich — Secured: **87%**

10th – ICSE Board

Bahraich — Secured: **86.5%**

WORK EXPERIENCE

Corizo – Finance Department (Intern)

- Assisted in maintaining financial records
- Gained exposure to real-world finance tasks and Tally operations

Younity – Sales & Marketing Intern

- Engaged in promotional activities and client interaction
- Developed persuasive communication and sales pitching skills