

# SIDDHI KOTHARKAR

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Final-year B.Com International Accounting and Finance student with foundation in financial operations and process documentation. Experienced in coordination, record-keeping, and organizational reporting through internship and leadership roles.

## EDUCATION

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Mount Carmel College (Autonomous), Bangalore, Karnataka

2023-2026

Bachelor of Commerce, International Accounting and Finance, CGPA – 7.4

Army Public School PRTC

2021-2023

84.4%

Army Public School PRTC

2011-2020

73%

## EXPERIENCE

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Accounts Intern, Bangalore Broadband Network Pvt. Ltd. (BBNL) – Bangalore, India

JULY 2025

- Support day-to-day financial operations and reporting using Microsoft Excel.
- Assist with GST compliance, including GSTR-1 and TDS, with exposure to GSTR-3B and 2B procedures.
- Document accounting processes and maintain records in Tally ERP 9.
- Collaborate with cross-functional teams to streamline processes and improve operational efficiency.

## CERTIFICATIONS AND ADDITIONAL COURSES

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NCC 'A' Certificate

2018-2019

## TECHNICAL SKILLS

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MS Office Suite (Excel, Word, PowerPoint), Tally ERP 9, Financial Records & Documentation, Basic Data Analysis.

## SOFT SKILLS

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Communication, Negotiation, Leadership, Problem-Solving, Creative Writing.

## LEADERSHIP & CAMPUS ENGAGEMENT

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- Co-founder, Entrepreneurial Club – Army Public School PRTC (2022–2023): Organized campus-wide events and co-managed student-led ventures. Generated ₹3,500 revenue from “The Scrap Shop” (handmade jute products) and ₹9,000 revenue from the “Diwali Carnival,” while overseeing finances and process workflows.
- Core Team Member, MCC IIE (Innovation, Incubation & Entrepreneurship Cell) (2023–2025): Coordinated research activities, prepared detailed event reports, and maintained accurate documentation while supporting data analysis for campus initiatives.
- Sponsorship Sub-Head, MCC Commerce Association (2024): Secured sponsorships by preparing proposals and coordinating with partners, managing sponsor communications and contributing to smooth event execution.
- Student Council Roles (2024): Managed participant registration processes and developed official communications, ensuring accuracy in record-keeping and clarity in documentation workflows.

## LANGUAGES

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- English (Professional – written and spoken)
- Hindi (Professional – written and spoken)
- Konkani (Native fluency)
- Kannada (Conversational)