

MANASA A

B. Com Honors Student

+91-9900219563 | amanasa204@gmail.com | linkedin.com/in/manasa-a-sep

SUMMARY

B.Com (Hons) student with practical experience in accounting, financial reconciliation, and process documentation. Skilled in using Excel, Tally, and Power BI to support accurate financial reporting and improve operations. Demonstrates strong analytical, organizational, problem-solving, and teamwork skills developed through internships and academic projects. Eager to contribute to improving operations, managing risks, and providing client-focused solutions in a global banking environment.

EXPERIENCE

Admin and Accounting Intern

Bangalore | 05/2025 - 06/2025

Megsan Nikhara Diagnostics Centre

- Maintained accurate attendance and inventory records using Excel.
- Conducting inventory checks, preparing and mailing purchase orders.
- Conducted daily reconciliation of receipts and sales ledger, improving accuracy.
- Posted journal entries for sales and purchases in Tally software.

Finance and Accounting Intern

Bangalore | 05/2024 - 06/2024

Wirality Media

- Reconciling payment summary with bank statements and the petty cash book.
- Computation of GST and TDS on the services provided and prepared a report using Microsoft Excel.

EDUCATION

B. Com: Professional, Honors

2020 - 2026

Mount Carmel College (Autonomous)

Cumulative percentage scored over six semesters: 78.36%

Class 12

2020 - 2022

Global City PU College
CEBA: 90.5%

Class 10

2008 - 2020

Air Force School, ASTE

CBSE: 77.19%

SKILLS

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Microsoft Excel• Tally ERP• Microsoft Power BI• Microsoft Power Point• Microsoft Word• Canva | <ul style="list-style-type: none">• Adaptable• Punctual• Team player• Empathetic• Strong Learning Ability• Documentation |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

EXTRA CURRICULARS

- Active member of the Commerce association from 2023-25 and the Hindi association from 2023-24 core team.
- Part of NCC and received A certificate.
- Part of Bharat Scouts and Guides and completed Tritiya Sopan.
- Received Junior Diploma in Western Guitar.

KEY ACHIEVEMENTS

1st Position in marketing competition

Achieved 1st position in Marketing Mania, an event conducted by the Commerce Association.

HOBBIES

Reading books, sewing, playing guitar, and craftwork.

LANGUAGES

English

Hindi

Malayalam