

# Keerthana S

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## Profile Summary

Ambitious and detail-oriented B. Com student at Mount Carmel College to secure a position as a Junior Associate – Tax where I can transform theoretical knowledge into practical expertise in taxation and compliance. Brings a strong learning mindset and professional discipline. Focused on delivering consistent accuracy in tax-related work. Dedicated to upholding ethical and regulatory standards. Seeks continuous growth in a structured corporate environment.

## Education

Mount Carmel College (Autonomous), Bengaluru

Bachelor of Commerce (General) | 2023–2026 | CGPA: 7.1/10

St. Anne's Pre-University College for Girls, Bengaluru

PUC – Commerce | 2021–2023 | Percentage: 77%

St. Mary's Girls High School, Bengaluru

SSLC | 2020–2021 | Percentage: 76%

## Certification Courses

- Investment Banking | Great Learning (Online) | Completed in 2025
- Analytics in Finance | Great Learning (Online) | Completed in 2025
- Corporate Finance | Swayam NPTEL (Online) | Completed in 2025

## **Experience & Internships**

### **• Financial Analyst Intern | Gravitas**

- Spearheaded financial analysis and developed robust reporting models using advanced Excel functions, improving data accuracy and efficiency.
- Generated insightful data summaries and strategic business insights from raw financial data to directly inform and support senior-level decision-making.
- Significantly enhanced analytical and quantitative capabilities by managing real-world financial processes and reporting deadlines.

### **• HR Intern (Part-Time) | Vee Technologies | Oct 2023 – Jan 2024**

- Managed the end-to-end recruitment process, including proactive candidate screening and efficient interview coordination, supporting talent acquisition goals.
- Maintained confidential HR records, ensured accuracy of payroll data, and managed critical compliance documentation.
- Enhanced organizational abilities and communication skills by coordinating closely with various teams.

## **Technical Skills**

- Advanced Microsoft Excel (Formulas, Pivot Tables, Data Analysis)
- Data and Analysis Skills: Power BI, Tableau, Google sheets
- knowledge of Payroll & HR Software
- Financial Data Reporting and Analysis

## **Achievements & Extracurricular Activities**

- District-Level Athlete: Represented in Volleyball & Track & Field; earned multiple accolades for discipline and teamwork.
- Core Team Member, Commerce Association: Organized academic and professional events, showcasing leadership and planning skills.
- Logistics Coordinator, Student Council: Managed event logistics, ensuring smooth execution of campus activities.

-Sports Representative: Acted as liaison for school sports, enhancing communication and representation skills.