

HIFZA NAFI

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SUMMARY

Motivated and detail-oriented B.Com student at Mount Carmel College with a strong academic foundation and a flair for creativity and leadership. Eager to gain full-time professional experience by applying excellent communication, organization, and collaboration skills in dynamic work environments. Proven ability to take initiative, coordinate events, and work effectively in team settings.

EDUCATION

Mount Carmel College, Bengaluru

Bachelor of Commerce (General)

Year of Admission: 2023 – Present

St. Joseph's Higher Primary School

12th Grade (PUC) – 87.83%

Karnataka State Board – Year of Completion: 2023

10th Grade (SSLC) – 75.16%

Karnataka State Board – Year of Completion: 2021

EXPERIENCE

2 July 2025

6 months internship at Manuscript Technomedia

Prepared and verified daily accounting entries, invoices, and vouchers ensuring accuracy and compliance.

Assisted in reconciling bank statements, vendor accounts, and ledgers during monthly closing.

Processed vendor payments and monitored receivables, reducing delays in collections.

Supported the preparation of GST, Expenses, and other statutory compliance reports.

Gained practical exposure to [Excel/Tally/QuickBooks], improving efficiency in financial reporting.

Collaborated with senior accountants, strengthening analytical and organizational skills in handling confidential data.

SKILLS

- Classroom management
- Excel
- Interpersonal skills
- Communication Skills
- Client relationship management
- Creative & Critical Thinking
- Decision Making & Problem Solving
- Time Management
- Basic Computer Knowledge (MS Office, Internet Research)
- Adaptability

INTEREST

- Public Speaking
- Leadership Development
- Teamwork And Collaboration
- Volunteer work
- Analysing numbers and trends
- Technology and tools
- Strategy development

LANGUAGE KNOWN

- English – Fluent
- Hindi – Fluent
- Urdu – Fluent