

PRANATHI J

MULTIFACETED BUSINESS PROFESSIONAL

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OBJECTIVE

Detail-oriented accounting and business student with academic grounding. Demonstrated ability to collaborate effectively within teams to achieve common goals. I'm eager to apply my developing skills in a practical setting. Committed to continuous professional growth and skilled in multitasking across various projects. Adept at working effectively unsupervised and mastering new skills.

EDUCATION

March 2026
Mount Carmel Autonomous College,
Bangalore
Bachelor's of commerce business process
service
GPA: 68.14%

July 2023
MES Kishore Kendra, Bangalore
Second PUC statistics, economics,
business, accountancy
90%

May 2020
B .P. Indian Public School, Bangalore
High School
80%

CERTIFICATION

- Social psychology course, Udemy
- Prompt engineering course, Udemy
- Diploma course in human resource management, Udemy

LANGUAGES

- English, Full professional proficiency
- Kannada, Full professional proficiency
- Telugu, Full professional proficiency

EXPERIENCE

CA Office Internship

- Assisted with accounting and financial tasks, including data entry and report generation using Tally Prime.
- Managed the end-to-end process of opening Provident Fund (PF) accounts for employees of various companies.
- Maintained strong attention to detail while multitasking across different client projects

Leadership Experience

- Leader at U&I, an NGO
- I volunteered at U&I as a teacher
- Dance team subhead, commerce association
- Core team member, student council

SKILLS

Technical Skills:

- Accounting Software: Tally Prime
- Microsoft Office: Word, Excel, PowerPoint
- Other: PF account creation, Data entry, Financial reporting

Soft Skills:

- Attention to Detail
- Time Management & Multitasking
- Teamwork & Collaboration
- Leadership & Supervision
- Effective Communication