

# SNEHA D

## CONTACT

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## SKILLS

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- Effective Communication
- Leadership skill
- Adaptability and Flexibility
- Managerial skill

## LANGUAGES

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- English
- Kannada
- Tamil
- Hindi

## OBJECTIVE

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To launch a career in the field of Finance and leveraging my educational background to analyse data , derive insights, and drive informed Decision making for the organisation's Growth and competitiveness.

## EXPERIENCE

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12/05/2025	<b>Finance Assistant</b> AVI Publishers ( Internship)
-	• Handled invoice processing and payment follow-ups efficiently.
23/05/2025	• Assisted the Finance Team in financial data management, reporting, and operational support.

## EDUCATION

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2023 - 2026	<b>BCom General</b> Mount Carmel College Autonomous 78%
2023	<b>PUC (SEBA)</b> Mount Carmel PU college 82.17%
2021	<b>10th ICSE</b> Kenneth George English School 77%

## CERTIFICATION COURSES

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### Certified for completing hands on masterclass for professional In office Tools Management

- Microsoft Office Tools – Gained hands-on experience in managing professional office tools for efficient workplace productivity.
- Advanced Excel – Acquired skills in data analysis, formulas, pivot tables, and advanced functions for effective data management.

### Certified in Basic concept of Digital Marketing

- Learned basics of SEO, social media, and online marketing.

### Certificate of Achievement in Leadership and teams

- Learned core leadership skills for managing and motivating teams.
- Gained knowledge in teamwork, collaboration, and decision-making.