



ANKITHA JAIN

Aspiring ACCA Affiliate | B.Com Student

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Location: Bengaluru, India 560045

PROFESSIONAL SUMMARY

Detail-oriented B.Com student specializing in Accounting & Finance with proven experience in financial operations and team leadership. Proficient in Tally ERP 9 and Advanced Excel with demonstrated expertise in processing high-volume financial data. Currently pursuing ACCA qualification with strong analytical skills and leadership experience. Seeking to leverage academic excellence and practical experience in finance and accounting roles.

PROFESSIONAL EXPERIENCE

Accounting Intern

S.K. Ganna and Co., Bengaluru

May - June 2024

- Processed 60+ daily invoices using Tally ERP 9
- Managed accounts receivable/payable operations
- Streamlined monthly closing procedures, reducing processing time
- Assisted in financial statement preparation and audit record maintenance

Volunteer Coordinator

Kshitiksha Foundation, Bengaluru

July - Aug 2023

- Coordinated fundraising initiatives and managed community outreach programs
- Collaborated with 10+ team members to achieve organizational targets
- Developed organizational and communication skills through community interaction

EDUCATION

Bachelor of Commerce - Accounting & Finance

Mount Carmel Autonomous College, Bengaluru

Expected 2026

GPA: 3.34/4.0 | ACCA Major | Sub-Head, Prospero | Registration Core Team, Cul-ah 2024 & Academecia

Higher Secondary - Commerce

Mount Carmel PU College, Bengaluru

2023

94% | Core Team Member of Iris

TECHNICAL SKILLS

- Advance Excel
- Tally ERP 9
- Financial Reporting
- Financial Analysis
- Problem Solving

KEY COMPETENCIES

- Leadership & Management
- Analytical & Technical
- Team Leadership
- Project Coordination

LANGUAGES

- English (Native)
- Hindi (Proficient)
- Marwadi (Proficient)

CERTIFICATIONS

Advanced Excel Certification

Letter of Recommendation - Kshitiksha Foundation