

# AASTHA ANUPRIYA

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## PROFESSIONAL SUMMARY

Detail-oriented B.Com student at Mount Carmel College, currently pursuing ACCA (Skill Level), with a strong foundation in audit, accounting, tax and compliance. Hands-on experience in accounting entries, GST invoicing, Tally ERP 9. Strong in communication, adaptability, problem-solving, and teamwork, with the ability to thrive in a dynamic professional environment. Eager to contribute to audit procedures, internal control reviews, and client-focused assurance services.

## EDUCATION

<b>Mount Carmel College (Autonomous), Bangalore, Karnataka</b> <i>Bachelor of Commerce (General), Specialization: Accounting</i> Aggregate : 7.2 CGPA	2023-2026
<b>Association of Chartered Certified Accountants (ACCA)</b> <i>Pursuing ACCA qualification (Skill level)</i>	2025-Present
<b>Chinmaya Vidyalaya, Bokaro Steel City, Jharkhand (CBSE)</b> <i>Senior Secondary (Class 12) - Commerce with Informatics Practices</i> Percentage: 80.8% (Best of 5 subjects)	2021-2023
<b>The Pentecostal Assembly School, Bokaro Steel City, Jharkhand (CBSE)</b> <i>Secondary (Class 10) - Percentage: 75.8% (Best of 5 subjects)</i>	2011-2021

## INTERNSHIPS

<b>Vivek &amp; Company, Bokaro Steel City, Jharkhand</b> <b>Accounts Assistant Intern</b>	May 2025 – June 2025
• Processed GST-compliant sales and purchase invoices in Tally ERP 9. • Recorded accounting transactions (purchase, sales, payment, and receipt entries). • Performed bank reconciliation ensuring accuracy between ledgers and bank statements. • Maintained vendor and customer ledgers, tracked outstanding balances. • Assisted in tax compliance and filing support for small businesses.	
<b>Asha Lata Vikas Viklang Kendra, Bokaro Steel City, Jharkhand</b> <b>Volunteer – Educational Support</b>	Nov 2024 – Dec 2024
• Observed and learned how teachers design and deliver lessons for children with different disabilities, especially for visually impaired (VI) and hearing impaired (HI) students. • Gained hands-on exposure to assistive technologies and software used for VI students, such as screen readers and Braille-based tools. • Worked closely with caregivers to provide personal attention and emotional support to over 10 children. • Contributed to a positive and inclusive learning space focused on education and rehabilitation for disabled children.	

## CERTIFICATIONS

• Tally with GST, Alpha Tech Academy, Bangalore	Mar 2025
• Data Analytics, Alpha Tech Academy, Bangalore	Sept 2023

## TECHNICAL SKILLS

- MS Excel
- Tally ERP 9
- Financial Reporting (Basics)
- Power BI
- GST invoicing and compliance
- Bank Reconciliation

## SOFT SKILLS

- Teamwork and collaboration
- Problem Solving
- Time Management
- Communication Skills
- Adaptability
- Critical Thinking

## EXTRACURRICULAR ACTIVITIES

- Core Team Member, Equal Opportunity Cell (Design Sector)
- Member of Rotaract Club
- RYLA Leadership Camp Participant