

# PRANATHI J

## MULTIFACETED BUSINESS PROFESSIONAL

Address : Bangalore, India 560079

Phone : 9538686671

Email : pranathi2004@gmail.com

### **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