

# Fathimea sughra

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## OBJECTIVE

BCom student interested in taxation and compliance, with the ability to handle financial records, organize data in Excel, and support documentation work. Able to follow guidelines carefully, prepare simple workings, and assist in day-to-day compliance activities. Motivated to learn tax procedures, understand filing requirements, and contribute to accurate and timely tax operations.

## EDUCATION

**Mount Carmel college, autonomous**

June 2023 – Present

Bcom general | CGPA- 7.25

**jyoti nivas pre Universitycollege**

2021 – 2023

SEBA | 79%

**cathedral high school(ICSE)** 87%

## WORK EXPERIENCE

**operation intern - KCPL**

**(october 2025 -present)**

- Assisted with data entry, filing, and organizing operational information.
- Maintained Excel sheets and prepared daily/weekly reports.
- Handled day-to-day operational tasks such as documentation, coordination, and updating records.
- Coordinated with different departments for follow-ups and task tracking.
- worked for happiness project,open mic and pilapatang

## CO-CURRICULAR ACTIVITIES

**Student council-registration team**

- Assisted in managing large-scale event registrations and ensured smooth participant coordination.

**Commerce association-scoring sector**

- Oversaw scoring processes for departmental events with accuracy and timely result submission.

**Quiz association-ideation sector**

- Coordinated quiz activities and contributed to organizing inter-college and intra-college competitions.

**Class representative**

- Represented the class for two consecutive years and facilitated communication between faculty and students.

## SOFT SKILLS

- Leadership
- decision making
- adaptability
- multitasking
- critical thinking
- communication skills

## CERTIFICATION

- Expert excel
- GST using tally
- Digital marketing
- Search engine optimization

## LANGAUGES

- English
- Hindi
- Urdu
- Arabic(basics)