

KANITH J

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Summary

Passionate Intern and Degree Holder, Energetic individual with Analytical and critical thinking skills. Poised to build valuable experience and ready to contribute to team success with administrative and project management support.

Skills

- Presentations
- Teamwork and Collaboration
- Data Management
- Quick Learning
- Creative and Resourceful
- Problem Solving

Experience

06/2019 – 06/2022

Intern, **Kalayanasundaram and Associates**, Chennai, India

- Performed Internal Audits
- Maintained books of Accounts
- Filed Income Tax Returns
- Reported on overall Performance of the Audited Companies

Education

05/2024

Bachelor of Commerce (General) (Result Awaited)

C.KANDASWAMI NAIDU COLLEGE, CHENNAI

11/2018

Inter Group I

INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA, CHENNAI

Certifications

- Tally ERP 9 (First Grade)
- Introduction to Microsoft Excel (Coursera Project Network)
- Integrated course on IT and Soft skills (ICAI, Chennai)

Languages

- English (Fluent)
- Hindi (Proficient)
- Tamil (Proficient)
- Kannada (Conversational)

Hobby

- Badminton
- Computer Gaming
- Cooking