

Aruvin Guna M

📞 +91 9629503484 — ✉ aruvinguna4@gmail.com — 📍 Chennai — 🔗 [linkedin.com/in/aruv-guna/](https://www.linkedin.com/in/aruv-guna/)

Objective

Bachelor of Commerce graduate with a strong foundation in Finance, Accounting, and Customer relations, with an SAP FICO Certification. Seeking an opportunity to apply academic knowledge and SAP skills to real-world business challenges by supporting Financial operations, contributing to data-driven decisions, and adding value to a team-focused and forward-thinking Organization.

Skills

Technical skills: Tally, Ms office, Typewriting, SAP FICO (S/4HANA) (GL AP AR AA CO PCA)

Personal skills: Leadership & Management Skills, Time management, Handling Customer Queries, Self motivation, Interpersonal Skill, Multi-tasking

Education

St. Xavier's College (65 percentage) <i>Bachelor of Commerce (Computer Application)</i>	Jun 2022-May 2025
St.Antony's Public School CBSE, (77 percentage) <i>HS 12th grade</i>	Jun 2021- Apr 2022
St.Antony's Public School CBSE, (65 percentage) <i>SS 10th grade</i>	Jun 2019- Apr 2020

Certifications

SAP FICO - Course Certification at Pumo Technovation

Typewriting - English Junior Certification

Tally - TEPL Essential Level 2 Certification

MS Office - Foundation for Innovation and Technology

Numerical Ability - Commerce Certificate with Grade A

Techniques in Reasoning - Commerce Certificate with Grade A

Languages

English	Full professional proficiency
Tamil	Full professional proficiency

Work Experience (Internship)

Accountant Trainee (M/S.Mathi and Co)	May 2024 – Jun 2024
<ul style="list-style-type: none">– Assisted in filing over 25 tax returns, ensuring compliance with statutory deadlines– Supported audit preparation for 3+ client firms, helping compile financial reports and identify discrepancies– Maintained accurate records for client ledgers, vouchers, and bank statements– Responded to 10–15 client queries weekly, providing information on taxation and accounts	
Warehouse Assistant (Runa Motors Pvt ltd "Yulu - E Bike")	Sep 2024 – Dec 2024
<ul style="list-style-type: none">– Tracked and managed inventory of over 50 E-bike Battery units– Assisted in logistics coordination to ensure timely dispatch and deliveries– Conducted quality checks on incoming and outgoing stock– Implemented space optimization strategies that increased storage efficiency by 20%– Maintained digital records using "Yuma" improving inventory accuracy	

Projects

Using Visual Basic for Hotel Management system	Dec 2024 – Apr 2025
<ul style="list-style-type: none">– Developed a Hotel Management System to automate Hotel Operation– Streamlined Food Menu , Customer Management, Billing, and Staff Coordination– Enhanced accuracy and reduced manual workload through automation	
Tax, Auditing Management and Optimization at Mathi and Co	May 2024 – July 2024
<ul style="list-style-type: none">– Gained hands-on experience in taxation and auditing procedures.– Analyzed financial records to ensure accuracy and compliance.– Streamlined audit processes to improve efficiency	

Declaration

As a passionate and detail-driven Bachelor of Commerce student, I am eager to apply my knowledge of Finance, Accounting, Customer handling, and Business principles to practical scenarios. Complemented by SAP FICO training, I am proficient in managing Financial Accounting, Controlling, and Reporting processes efficiently. I strive to work with a dynamic team, develop my analytical and problem solving skills, and contribute to streamlined business operations. My objective is to gain hands-on experience, enhance my expertise in finance and SAP FICO, and create a meaningful impact within the organization.