

Aruvin Guna M

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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
– 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
– 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

- 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

- 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.