

# Nagaraj PJ

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## EDUCATION

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**Seshadripuram College, Bengaluru**

Mcom. in Account and Taxation

**CGPA: 7.22**

2021-2023

**Srushti Degree college , Bengaluru**

Bcom in Accounting

**CGPA: 7.64**

2018-2021

**Sir MV College, Malleshpalya Bengaluru**

PUC( Pre- university college)

**Percentage: 66%**

2018

## EXPERIENCE (INTERNSHIP PROGRAM):

**ZAUCA SERVICES PVT LTD:**

**March 2025**

I worked as an Accounts Assistant at Zauca Services Pvt. Ltd., where I was responsible for salary processing in bank plugin using Tally and preparation of employee salary statements using MS Excel. My role included handling EPFO and ESI registrations and ensuring compliance with statutory requirements. I also prepared, verified, and maintained unit-wise billing records related to Zauca Services Pvt. Ltd., ensuring accuracy, proper documentation, and timely processing.

## PROJECTS :

**Service Quality and Customer loyalty Analysis** – The problem statement on A STUDY ON IMPACT OF SERVICE QUALITY ON CUSTOMER LOYALTY IN GREET TECHNOLOGIES PVT LTD

## TECHNICAL SKILLS

- Core Skills: MS Excel (Data Entry, Formulas, Formatting & Salary Statements)
- Documentation Tools: MS Word (Professional Documents, Reports, Letters)
- Presentation Tools: MS PowerPoint (PPT Preparation, Professional Slides)
- Data & Reporting: Power BI (Basic Data Visualization and Reports)
- Computer Skills: General Computer Operations, File Management, Internet & Email Handling

## ACHIEVEMENTS

- Successfully completed a 6-month certification course in MS Excel, gaining practical knowledge in data entry, formulas, and report preparation.
- Successfully completed a 6-month certification course in Power BI, with hands-on exposure to basic data visualization and reporting.
- Completed a 6-month NPTEL certification course (online program) focused on enhancing technical and analytical knowledge.
- Secured consistent academic performance throughout educational career.
- Actively participated in workshops on Innovation