

CAREER OBJECTIVE

A self-motivated B.Com(Honours) student seeking a challenging opportunity in an organization by making full utilization of my knowledge and skills acquired to further the interests of the organization.

ACADAMIC DETAILS

National Post Graduate College B. Com (Hons.); GPA: 8.3	Lucknow, India October 2021 – May 2024
Swaraj India Public School Intermediate [Commerce with Computer Applications]; Score: 96.20%	Kanpur, India March 2019 – May2024

SKILLS SUMMARY

- Communication Skills
- Managerial Skills
- Leadership Skills
- Multitasking
- Team player

CETRIFICATES

TALLY | [CERTIFICATE](#)

- Gained comprehensive knowledge of Tally for financial accounting, inventory management, and payroll processing.
- Proficient in creating and managing company accounts, generating financial reports, and handling GST compliance using Tally.

ADVANCED FINANCIAL REPORTING | [CERTIFICATE](#)

- In-depth Analysis of Financial Statements – Learned to interpret financial reports, analyze key ratios, and assess a company's financial health.
- Accounting Standards and Regulations – Gained knowledge of IFRS and GAAP to ensure accuracy, transparency, and compliance in financial reporting.

MICROSOFT WORD | [CERTIFICATE](#)

- Mastered the advanced features of Microsoft Word, including document formatting, mail merge, and template creation.
- Gained expertise in creating professional reports, resumes, and business documents efficiently using Microsoft Word.

MICROSOFT EXCEL | [CERTIFICATE](#)

- Mastered advanced Microsoft Excel functions, including data analysis, pivot tables, and conditional formatting, through a Coursera course.
- Gained proficiency in creating dynamic spreadsheets, managing large datasets, and automating tasks using Excel formulas and macros.

HUMAN RESOURCE PRACTICE AND PRINCIPLES | [CERTIFICATE](#)

- Gained a solid foundation in Human Resource Practices and Principles, including recruitment, employee engagement, and performance management.
- Acquired in-depth knowledge of labour laws, compliance requirements, and ethical HR practices essential for workforce management.

HUMAN RESOURCE MANAGEMENT ASSESSMENT | [CERTIFICATE](#)

- Assessment of human resources concepts including labour policies, recruitment process and strategies and payroll.

ACHIEVEMENTS

- Secured 2nd position in debate competition
- Selected as house captain
- Won 1st position in photo gallery competition
- Won 1st position in the reading Competition
- Certified for publishing a poetry