

JELIN ANGEL J

(AUDIT ASSISTANT)

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PROFESSIONAL SUMMARY

A B.Com graduate in the final year of studies, with successful completion of CMA Foundation and recent appearance for CMA Inter Group 1 in June .Possesses a strong foundation in analytical thinking and communication skills. Seeking an entry-level role in finance, audit and assurance, or cost accounting to apply academic knowledge to real-world business scenarios. Committed to contributing value, embracing challenges, and maintaining a strong work ethic in a professional environment.

EDUCATION

Class 12 – CBSE VELS Vidyashram Senior Secondary School, Chennai CGPA: 9.24	May 2023
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Class 10 – CBSE VELS Vidyashram Senior Secondary School, Chennai CGPA: 9.31	May 2021
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Madras Christian College Bachelor's of Commerce in Professional Accounting CGPA:8.94(Unitl 4 th sem)	July 2025-present
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CMA Foundation CGPA: 6.9 Completed: June 2025	June 2025
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WORK EXPERIENCE/INTERNSHIP/PROJECTS/RESEARCH

SM Technologies, Chennai(May 20 -june 11)

- Accounting & Finance Intern
- Gained exposure to basic accounting procedures in a manufacturing setup.
- Worked with Tally ERP
- Assisted in organizing financial documents such as bills, invoices, and delivery challans.
- Understood GST input/output treatment
- Developed familiarity with document management and basic ledger maintenance.

Research on “Sustainable Business Practices and Sustainable Commerce”:

Anticipated Date of Completion: [September/2025]

I'm now working on a research paper about environmentally conscious business practices and sustainable commerce. In order to assess the importance and consequences of incorporating eco-friendly practices into modern business operations, this project entails extensive research. The objective is to generate informative results and recommendations for implementing sustainable practices in business settings.

SKILLS

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| <ul style="list-style-type: none">• Tally ERP 9• Microsoft Excel (Basic functions, Data entry, Salary sheet formatting)• GST Basics• Microsoft Excel – ★★★★★ (Actively improving)• Digital Poster Designing | <ul style="list-style-type: none">• Project coordination• Attention to detail• Team collaboration• Quality assurance• presentation skills• communication skills |
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EXTRA CURRICULAR ACTIVITIES/ACADEMIC ACHEIVEMENTS

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| <ul style="list-style-type: none">• Completed an course on Digital Marketing Fundamentals• Hands-on experience in Digital Poster Making• ICMAI NPTEL course completed in communication and soft skills• School topper in business studies• Bagged prizes in inter collegiate Adzap ,channel surfing and fashion walk | <ul style="list-style-type: none">• Forum representative for the year 25-26• Designed posters for few business• Social media handling for G Logistics• Active member of NSS at Madras Christian College, contributing to various social service and community outreach activities. |
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