

## Resume

### Ankita Tapkir

#### **Objective:**

Looking forward for career opportunity to fully utilise my training and skills while making a significant contribution to the success of the company.

#### **Experience:**

- Fresher

#### **Soft skills:**

- Communication skills
- Decision making
- Logical reasoning ability
- Interpersonal skills
- Willingness to learn

#### **Technical skills:**

- MS Word, MS Excel, MS Power-point
- Internet savvy
- Tally ERP 9.0.

#### **Educational Qualification:**

Degree	University/ Board	Year of Passing	Percentage
Bachelor of Commerce	Savitribai Phule Pune University	2021	73.66%
Higher Secondary Certificate	Maharashtra State Board	2018	72.92%
Secondary School Certificate	Maharashtra State Board	2016	75.80%

**Professional Qualification:****1. Professional Business Accountant (PBA)**

- Accounting
- Payroll
- Tally ERP 9.0.
- Advance Excel
- Income Tax, TDS
- Goods and Service Tax (GST)

**2. Maharashtra State Certificate of Information Technology****(MS- CIT) Achievements:**

- Won First Price in inter-college Power-Point Presentation competition.
- Volunteer in Department Event (Commerce Week).
- Work on Eco-friendly Environment group project.
- Active participation in a College fest and Group Activities.

**Personal Details:**

Gender: Female	Marital Status: Single
D.O.B: 06/09/1999	Language Proficiency: English, Hindi, Marathi.
Permanent Address: A/P Chovisawadi, Charholi bk, Tal-Haveli, Dist.-Pune 412105.	