

# VRUNDA DESAI

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## CAREER OBJECTIVE

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A motivated B.Com student seeking a position to gain practical experience in finance, accounting, and taxation. Eager to learn and contribute to organizational growth while enhancing professional skills.

## EDUCATION

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Course	Institution	Board	Year	Percentage
Bachelor of Commerce (B.Com)	J.Z. Shah Arts and H.P. Desai Commerce College	VNSGU	2026	60%
HSC (12 <sup>th</sup> )	D.R.G.D., Sayan	GSEB	2023	54.5%
SSC (10 <sup>th</sup> )	Aryam Academy, Sayan	GSEB	2021	64.6%

## TECHNICAL SKILLS

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Accounting Software	Tally ERP 9, Zoho Books
Office Tools	MS Excel, MS Word, PowerPoint
Typing & Data Entry	Google Sheets, Fast Typing
Documentation	LaTeX, Google Docs

## ACADEMIC PROJECT

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**Financial Statement Analysis** – Analyzed the balance sheet and income statement of a listed company to evaluate financial performance and trends using ratio analysis.

## CERTIFICATIONS & TRAININGS

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**Tally ERP 9 Certificate Course** – Completed a 1-month hands-on training in accounting and GST billing using Tally software at a local institute in Surat.

**Digital Marketing Basics** – Completed an online course covering fundamentals of SEO, social media marketing, and Google Ads.

## EXTRA-CURRICULAR ACTIVITIES

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Participated in inter-college finance quiz competitions.

Volunteered for college events and seminars.

Member of the Commerce Club; helped organize budgeting workshops and career talks.

## LANGUAGES KNOWN

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English, Hindi, Gujarati