

# KALPANA KALIHARI

Student | Aspiring Commerce Professional

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## CAREER OBJECTIVE

A dedicated and detail-oriented **Bachelor of Commerce (B.Com)** student seeking an entry-level opportunity in a professional corporate environment. I aim to leverage my knowledge of accounting, proficiency in Tally, and strong communication skills to contribute effectively to organizational goals while further developing my professional expertise.

## EDUCATION

<b>Bachelor of Commerce (B.Com)</b> <i>Shri Shankaracharya Institute of Professional Studies (SSIPS), Raipur</i> <ul style="list-style-type: none"><li>Second Year: 61%</li><li>First Year: 64%</li></ul>	2023 – 2026 (In Progress)
<b>Class 12th (CBSE Board)</b> <i>Adarsh Vidyalaya, Raipur</i>	Passed: 2023 <b>Result: 64%</b>
<b>Class 10th (CBSE Board)</b> <i>Adarsh Vidyalaya, Raipur</i>	Passed: 2021 <b>Result: 61%</b>

## TECHNICAL SKILLS

- **Accounting Software:** Proficiency in Tally ERP/Prime.
- **Office Suite:** Microsoft Office (Advanced Excel, Word, PowerPoint).
- **Data Entry:** High accuracy, speed, and sharp attention to detail.

## INTERPERSONAL SKILLS

- **Communication:** Fluent and professional verbal/written communication.
- **Teamwork:** Natural ability to collaborate and lead in group settings.
- **Problem-Solving:** Strong analytical thinking to resolve tasks efficiently.
- **Adaptability:** Quick learner of new digital tools and office procedures.

## LANGUAGES KNOWN

- English (Professional)
- Hindi (Native)
- Chhattisgarhi (Native)

## WORK EXPERIENCE

### Fresher

Currently focused on academic excellence and skill development. Actively seeking internships or entry-level roles to apply commerce principles in a practical corporate setting.