

# 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

### Bachelor of Commerce (B.Com)

2023 – 2026 (In Progress)

*Shri Shankaracharya Institute of Professional Studies (SSIPS), Raipur*

- Second Year: 61%
- First Year: 64%

### Class 12th (CBSE Board)

Passed: 2023

*Adarsh Vidyalaya, Raipur*

**Result: 64%**

### Class 10th (CBSE Board)

Passed: 2021

*Adarsh Vidyalaya, Raipur*

**Result: 61%**

## 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.