

Resume

Yash Bohidar

9658981298

bohidaryash@gmail.com

Objective:

As a recent Master of Commerce graduate passionate about the banking sector, I seek an entry-level role that will allow me to apply my skills and knowledge to help organisations drive growth and success.

Education:

Master of Commerce (M. Com), Central University of Punjab, Bhatinda, Punjab

- Relevant coursework: Financial Accounting, Management Accounting, Business Economics, Statistics for Business, Business Finance, Marketing Management, and Human Resource Management.

Skills:

- Business Analytics: Familiarity with data analysis and visualisation tools such as Power BI and SQL
- Social Media Marketing: Understanding of social media platforms and strategies for increasing engagement and brand awareness
- Microsoft Office: Proficient in Excel, Word, and PowerPoint
- Tally: Experience in financial accounting and inventory management software
- English: Excellent written and verbal communication skills
- R programming: good hand in data and tables

Certifications:

- Social Media Marketing Certification, HubSpot Academy
- Business Analytics Certification, Simplilearn
- R Programming Certification, greatlearning
- Six Sigma Certification, Simplilearn
- Tally certification, Internshala
- Digital marketing: SM Study

Experience:

- No relevant work experiences

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the position of Accounts, Finance, Back Office Operations, and data entry operator at your organization, as I got a call from your company. I am excited to apply for this role, as it aligns perfectly with my education and career aspirations.

As a recent postgraduate in Commerce, I have acquired a strong foundation in accounting principles and financial analysis. My coursework has equipped me with the skills and knowledge necessary to excel in this field. I have also completed certification courses in Tally and MS Excel, which has enhanced my proficiency in financial analysis and data management.

I am highly motivated and enthusiastic about pursuing a career in accounting and finance. My educational background and certification courses gave me a solid foundation to excel in this role. I am eager to learn and grow within the organisation and to contribute my skills and abilities to the team.

I would excel in this position as a highly detail-oriented and organised individual. I am proficient in managing back-office operations, including data entry, record keeping, and documentation. I am also well-versed in the latest financial software and technologies and am adept at leveraging them to streamline processes and improve productivity.

I am excited to work with your team and contribute to your organisation's success. Thank you for considering my application. I have attached my resume for your review.

Sincerely,

Yash Bohidar