

CAREER OBJECTIVE

B.Com 3rd Year student seeking a Fresher opportunity in Accounts, Back Office, or Customer Support. Proficient in MS Excel, Tally Prime - Basic and have strong communication skills in Hindi, Marathi, and English. Eager to contribute to a growth-oriented company in Kharadi while learning and developing professionally.

STRENGTHS

- Quick learner and punctual
- Good in numerical and data handling
- Comfortable with targets and deadlines
- Eager to learn and grow in corporate environment

EDUCATION

Bachelor of Commerce - 3rd Year, Pursuing
Savitribai Phule Pune University | 2024 - 2026

HSC - 12th
Annasaheb Aivate
College | 2024 | 46%

SSC - 10th
Nalanda English
Medium School | 2019
| 64%

SKILLS

- Accounting: Tally Prime - Basic, Bookkeeping, GST Basics
- Computer: MS Excel, MS Word, Data Entry, Email Handling

Soft Skills

- Communication
- Customer Handling
- Problem Solving
- Teamwork

LANGUAGES

- English
- Marathi
- Hindi

DECLARATION

I hereby declare that all information mentioned above is true and correct to the best of my knowledge.