

HARSHINI P

Mobile : +91 9791706431

E-mail : bakiyamharshini@gmail.com



CAREER OBJECTIVE

A Fresher who wishes to equip myself with additional skills and hone my leadership skills by working with a team that enables me to develop and work hard.

EDUCATIONAL QUALIFICATION

Qualification	Name of the Institution	Board/ University	Year of Passing	Mark Percentage (%)
BCOM CS CA	Dr.N.G.P. Arts and Science College, Coimbatore - 641 048	Bharathiar University	2024	76.62%
HSC	Chandra Matriculation Higher Secondary school, Coimbatore-641 006	State board	2021	88.03%
SSLC	Chandra Matriculation Higher Secondary school, Coimbatore-641	State board	2019	78.2%

WORK EXPERIENCE

Finance executive

Alice blue financial service private limited, Sep 09 – Nov 30

- Analyzed financial data and invoice processing
- Ensured compliance with all relevant regulatory and statutory requirements
- Petty cash posting and preparation of financial statements

TECHNICAL SKILLS

- Programming Languages: C Programming(basic)
- Tools (basic): MS word, MS Excel, MS Power Point

SOFT SKILLS

- Quick Learner
- Adoptive to situation
- Keen listener

AREA OF INTEREST

- Financial Accounting
- Business Management

CERTIFICATES

- Completed certification on GST skills conducted by GST centre.
- Completed Infosys springboard certification on the topic “Client orientation”.
- Participated in an international workshop on "Role of Financial Institutions and Services for Entrepreneurial Development “organised by Sri Ramakrishna College of Arts and Science.
- Participated and presented a paper on the topic "Way to healthy lifestyle" conducted by Rathinam college of arts and science.
- Participated on National conference on “Digital transformation in business:opportunities and challenges (DTBOC-23)” in Dr.N.G.P arts and science college.

PROJECT DETAILS

- Internship training
 - Sri Ranganathar Industries Pvt.Ltd, Thadagam Road, Coimbatore-641025
 - Duration : 15 Days (01.06.2023 - 17.06.2023)
 - Obtained an overall general knowledge on role and duties of accounting department of a company.

PERSONAL PROFILE

- Date of Birth : 18.10.2003
- Father name : P.Paunraj
- Address : 56A,Kalapatti street,
Kalapatti post,Vazhiyampalayam,
Coimbatore-641035.

DECLARATION

I hereby declare that all the particulars stated above are true to the best of my belief and knowledge.