SNEHA PATIL

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CAREER OBJECTIVE

B.Com graduate with hands-on Tally Prime and Advanced Excel experience from a CA firm internship. Looking for an Accounts Executive role to support bookkeeping, GST filing and reconciliations.

EDUCATION

- **B.Com**, Sample College of Commerce, Pune | 2022–2025 | CGPA 7.9/10
- **HSC (12th)**, Maharashtra Board | 2022 | 82%
- **SSC (10th)**, Maharashtra Board | 2020 | 88%

SKILLS

Tally Prime, GST basics, Advanced Excel (VLOOKUP, Pivot Tables), MS Word, Communication, Teamwork

PROJECT

Ratio Analysis of Asian Paints Ltd (FY2022–FY2024) | Excel

- Calculated liquidity, profitability and solvency ratios from published annual reports.
- Presented the trends to faculty with charts and a 2-page summary.

INTERNSHIP

Accounts Intern, a Chartered Accountant firm, Pune | May–June 2024

- Recorded purchase and sales entries for 6 small business clients in Tally Prime.
- Assisted in preparing data for monthly GSTR-1 and GSTR-3B returns.

CERTIFICATION

Excel Skills for Business: Essentials, Coursera, 2024

ACHIEVEMENTS

- Treasurer, college commerce fest 2024: managed a budget of about ₹40,000
- NSS volunteer for 2 years

LANGUAGES

English, Hindi, Marathi