

NEHA TABASSUM

SUMMARY

A dedicated commerce student with a solid history of academic excellence and demonstrated leadership abilities. Possesses an exceptional ability to collaborate effectively with diverse stakeholders. Known for self-learning and empowering others to build their capabilities. Achieving everything almost at cost of zero as I belong to a family where no earning member.

EXPERIENCE

- Knowledge of Basic MS office and accounting packages tally ERP9
- Data entry and record keeping
- Sorting. temperature screening, sanitization, and record maintenance.
- Inventory record maintenance, data entry and recording accuracy.

Academics

B. Com (Comp) – GPA 8.6/10	Sree vani women's degree college completed in 2012- 2015	SSC completed in 2009 with 60%
Shaymala devi junior college	MEC 70% completed in 2011	MBA finance passed out in 2021

Soft Skills	Computer Skills	Hobbies
Problem solving Time management Proficiency in accounting software Attention to detail Organizational skill Communication skill Critical thinking Delegation Data entry patience	Accounting packages Tally ERP9 MS. Office MS. Excel	Reading and Writing Singing and music Dance and sports

I have good communication skills leadership and management skills are necessary for many contexts these skills help me in success, specially when working in group contexts. I interact with the people in a kindly and pleasant manner I have the qualities of doing my work with honesty and responsibility.....I am very passionate about the role which I get and hope I will give my best to your company I have knowledge in ms office and tally ERP9.