Priya Sharma

B.Com Graduate | Accounts and Operations

+91 98765 43210 | priya.sharma@example.com | Jaipur, Rajasthan | linkedin.com/in/priyasharma

SUMMARY

Commerce graduate with hands-on internship experience in stock records and sales reporting. Comfortable with Excel and Tally, careful with numbers and quick to learn. Looking for an entry-level accounts or operations role.

EDUCATION

B.Com 2026
University of Rajasthan, Jaipur, 74%

Class XII (Commerce), RBSE 2023
Sophia Sr. Sec. School, Jaipur, 86%

Class X, RBSE 2021
Sophia Sr. Sec. School, Jaipur, 88%

SKILLS

- MS Excel (formulas, pivot tables, charts)
- Tally Prime (vouchers, ledgers, GST basics)
- MS Word, PowerPoint, Google Sheets
- Clear written and spoken English and Hindi

EXPERIENCE

Accounts Intern May 2025 to Jun 2025
Rajputana Distributors, Jaipur

- Updated daily stock and sales registers for 40+ retail outlets
- Prepared weekly sales summaries in Excel for the owner
- Helped reconcile supplier invoices with goods received notes

CERTIFICATIONS

- Tally Prime with GST, certificate course
- NSE Academy: Financial Markets basics

LANGUAGES

English, Hindi, Rajasthani

PERSONAL DETAILS

Date of birth	:	12 March 2004
Nationality	:	Indian

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Jaipur **Priya Sharma**