

# MAYANK TIWARI

Bhopal, Madhya Pradesh

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## Description

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B.com graduate looking for job opportunities to gain real life work experience. Quick learner, confident communicator and team player with a focus on impact.

## Skills

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**Basic Financial Concepts:** Journal Entries, Ledger Posting, Trial Balance Preparation, Expense Tracking

**Accounting Tools:** Tally ERP, MS Excel, Google Sheets

**Tax & Compliance Awareness:** Basic knowledge of GST, TDS, and Indian taxation structure

**Soft Skills:** Strong Attention to Detail, Time Management, Willingness to Learn, Team Collaboration, Professional Communication

## Certifications

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**Web designing:** Completed 40 hours of certificate course in Web designing (2022-23).

**Tally ERP:** Completed a certificate course of Tally ERP software (2024-25).

## Experience

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**Fresher:** Looking for job opportunities.

## Projects

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### Web designing

2022-23

#### *Academic Project*

- During the academic session 2022–23, I undertook a web designing project in which I developed a webpage utilizing HTML, CSS, JavaScript, and PHP.

## Education

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### Sadhu Vaswani College, Bhopal

2022 – 2025

*Bachelor of Commerce (Economics)*

CGPA: 6.9/10

### Kendriya Vidyalaya Bairagarh, Bhopal

2022

*Higher Secondary, CBSE (Commerce Stream)*

Scored: 79%

## Interests

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Travelling | Video Gaming | Outdoor Sports | Video Editing.