

# RITIK JAIN

FRESHER

## PERSONAL PROFILE

I am dedicated, motivated, determined & hardworking towards the work assigned to me. I have strong communication & interpersonal skills with great learning power.

### EDUCATION

#### KPB HINDUJA COLLEGE OF COMMERCE MUMBAI

Bachelors in Commerce 2018-2021  
Grade A  
CGPI 7.01

#### ST PAULS SR SEC SCHOOL (12TH/HSC)

Class of 2017-2018  
79.2%

#### B.R. BIRLA PUBLIC SCHOOL (10TH/SSC)

Class of 2015-2016  
81.7%

#### COMPANY SECRETARY (CS)

CURRENTLY IN EXECUTIVE LEVEL

### EXPERIENCE

Worked as an Accountant at ADSM & Co. in Surat for 6 months. Gathered information & filed returns for clients.

### SKILLS

- MS-Excel
- Tally
- Proficient Typing
- Trading
- Learning Data Analytics & Business Analytics with Excel

### OTHER SKILLS

- Creativity & Adaptability
- Fast learner & Focused
- Team player
- Avid reader

### CONTACT DETAILS

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