




PRANAV VIJAY

FRESHER


B.Com graduate with experience as a Data Registration and Control Operator in the nonprofit sector, demonstrating expertise in data management and a commitment to continuous skill development. Recognized for adept problem-solving, known for effectively addressing complex issues.

CONTACT PERSON

 **Phone**
9480089809

 **E-mail**
pranavvijay1510@gmail.com

 **LinkedIn**
www.linkedin.com/in/pranav-vijay-780070295

 **Address**
Bangalore, Karnataka,
India

PRO SKILLS

Fast Learner	<div></div>
Microsoft Excel	<div></div>
Time Management	<div></div>
Team Work	<div></div>
Critical Thinking	<div></div>

LANGUAGE

English	<div></div>
Hindi	<div></div>
Kannada	<div></div>
Malayalam	<div></div>

COVER LETTER

Dear
Sir/ Ma'am

I am a recent graduate with a Bachelor of Commerce degree, and I am enthusiastic about pursuing a career in areas closely related to my qualifications and career goals within the field of commerce. My academic background has equipped me with a strong foundation in finance, business management, and proficiency in relevant software tools. I am enthusiastic about contributing my detail-oriented nature, problem-solving abilities, and commitment to a professional business environment. I am eager to work with an organization known for its commitment to excellence and innovation, which fosters a nurturing environment for professional development and growth. Please find my resume attached, providing a comprehensive overview of my qualifications. I look forward to the possibility of discussing my application further and can be reached at +91 94800 89809 or pranavvijay1510@gmail.com. Thank you for your consideration.

I am eager to explore the opportunity to discuss how my educational background and enthusiasm for commerce-related fields can potentially benefit a company's success. I appreciate your time and consideration in this matter.

Sincerely,
Pranav Vijay







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- Microsoft Excel 
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LANGUAGE

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- Hindi 
- Kannada 
- Malayalam 

EDUCATION

- 2021 - 2023 • **BACHELOR OF COMMERCE**
Sindhi College, Bengaluru
- 2018 - 2020 • **PRE- UNIVERSITY**
Sindhi Commerce PU College, Bengaluru
- 2017 - 2018 • **10TH STD**
Army Public School, PRTC, Bengaluru

EXPERIENCE

- SEPT 2021 - NOV 2021 • **INTERNSHIP**
Pro - Vision Asia (NGO)
- Worked as Data registration and control operator.
 - Played a pivotal role in the collection of necessary documents, showcasing proficiency in data entry and documentation.
 - Actively participated in organizing and conducting activities dedicated to the well-being of physically challenged children.

CERTIFICATIONS

- 2022 • **TALLY ESSENTIAL LEVEL 1**
Successfully completed "Tally Essential Level 1" with a Grade A+
- Organized by TEPL Tally Education and Tally Power of Simplicity. • 2022
 - Demonstrates proficiency in Tally, a key software in accounting and financial management.

VOLUNTEERING

- **NATIONAL SERVICE SCHEME**
Sindhi College
Engaged in volunteer activities, actively participating in diverse social initiatives.