

# CURRICULUM VITAE

**SWATI KUMARI SAH**

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## **CAREER OBJECTIVE:**

A highly motivated and detail-oriented B.Com (Hons) graduate from Calcutta University with a strong academic foundation in accounting, audit, and financial analysis. Eager to begin a professional career in accounts or finance, where I can apply my theoretical knowledge, develop practical skills, and contribute to organizational growth while learning from real-world experiences.

## **ACADEMIC QUALIFICATION:**

Examination	University/Board	Grades	Year of Passing
B. Com Hons.	University of Calcutta	6.38 CGPA	2025
Higher Secondary	Central Board of Secondary Education	78.67 %	2022
Secondary	West Bengal Board of Secondary Education	75.14 %	2020

## **ACADEMIC ACHIEVEMENTS:**

- **Event Anchoring:** Anchored the Rabindra Jayanti cultural program at colleges, coordinating stage flow and introducing multiple dance performances
- **Healthy Living Advocacy:** Participated in a Healthy Food Competition, promoting awareness on nutritious eating habits and lifestyle.
- **Entrepreneurial Initiative:** Set up and managed a game stall at the 'Shree' College Fair; generated a good profit through team coordination and budgeting.

## **SKILLS:**

- **Microsoft Office Suite:** Proficient in Excel, Word, and PowerPoint for data analysis and reporting.
- **Tally ERP 9:** Knowledge of accounting and financial management using Tally ERP 9
- **Effective Communication**
- **Analytical Thinking**

## **Activity and Interest**

- **Listening to Music:** I love listening to songs whenever I am free. It relieves my stress and energizes me; it works as a stress buster
- **Watching Movies:** I enjoy watching good movies
- **Dancing**

## **LANGUAGES KNOWN**

- **English**
- **Hindi**
- **Bengali**