

ANKIT CHAUDHARY

Aya Nagar, New Delhi-110047

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PROFESSIONAL SUMMARY

Detail-oriented Commerce postgraduate (M.Com) with strong academic background and practical experience in Accounting, Finance, and academic operations. Proficient in MS Excel and Tally (ERP 9), with strong analytical, communication, and organizational skills. Seeking opportunities in Accounting, Finance, HR, or Corporate roles.

EDUCATION

- B.Ed - Central Institute of Education, University of Delhi (2024) - 71.07%
- M.Com - School of Open Learning, University of Delhi (2021) - CGPA 7.72
- B.Com - Sri Aurobindo College, University of Delhi (2019) - CGPA 8.86
- Class XII - Kendriya Vidyalaya (2016) - 89.6%
- Class X - Kendriya Vidyalaya (2014) - CGPA 8.8

SKILLS

- Financial Accounting & Bookkeeping
- MS Excel, Word, PowerPoint
- Tally ERP 9 (Basic)
- Payroll & HR Documentation (Basic)
- Data Analysis & Reporting
- Communication & Coordination
- Time Management & Multitasking
- Problem Solving & Critical Thinking

CERTIFICATIONS & ACHIEVEMENTS

- UGC-NET Qualified (Commerce)
- Certificate of Academic Excellence - B.Com

LANGUAGE

- English
- Hindi

INTERESTS

- Financial learning
- digital tools
- travelling
- gardening