Sneha Reddy

BCom Graduate | Entry-Level Operations and Accounts

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OBJECTIVE

Commerce graduate with a two-month internship in an accounts office and good working knowledge of Excel and Tally. Careful with records and quick to learn office systems. Looking for an entry-level role in accounts, operations or back-office support.

EDUCATION

Bachelor of Commerce (BCom)
Golconda Degree College, Hyderabad | 2023 - 2026 | 74%

Intermediate (Commerce)
Musi Junior College, Hyderabad | 2023 | 81%

INTERNSHIP

Accounts Intern
Charminar Traders, Hyderabad | May 2025 - Jun 2025

- Entered about 40 purchase and sales vouchers a day in Tally and filed the paper copies.
- Matched bank statement lines with ledger entries for 2 months and listed 11 differences for the accountant.
- Prepared a weekly list of unpaid customer invoices in Excel.

PROJECT

Study of Digital Payment Use Among Small Shopkeepers
Final-year project | 2026

- Surveyed 60 shopkeepers, summarised the answers in Excel charts and presented findings to a panel of 3 lecturers.

SKILLS

Computer: MS Excel (formulas, pivot tables), MS Word, Tally, email and online forms
Work skills: data entry accuracy, record keeping, basic bookkeeping, typing 40 words per minute
Languages: English, Telugu, Hindi

ACTIVITIES

Treasurer, college commerce association, 2025 - 2026
Volunteer at a two-day blood donation camp, registration desk