M SIVA KUMAR

📍 Chittoor, Andhra Pradesh 📞 +91 7981300679 ✉️ ksia585603@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented and motivated B.Com graduate with a strong academic foundation in Financial Accounting and Taxation. Proficient in Microsoft Excel and MS Office for managing financial records, analyzing data, and handling administrative tasks. Possesses strong analytical and organizational skills, with a focus on accuracy and operational efficiency. Seeking an entry-level Accounting or Finance role to apply professional knowledge and drive business success.

CORE COMPETENCIES & TECHNICAL SKILLS

Accounting & Finance:	Financial Accounting, Accounts & Taxation, Ledger Maintenance, Trial Balance
Software & Tools:	Microsoft Excel (Spreadsheets, VLOOKUP, Data Entry), MS Office (Word, PowerPoint)
Professional Strengths:	Numerical Analysis, Record Keeping, High Attention to Detail, Problem Solving

EDUCATION

Bachelor of Commerce (B.Com)
Sri Venkateswara University (SVU)
Graduation Year: 2025
Score: CGPA 7.2

Intermediate (10+2) – Accounts & Taxation
Board of Intermediate Education, Andhra Pradesh
Completion Year: 2020
Score: CGPA 8.4

Secondary School Certificate (10th SSC)
Board of Secondary Education, Andhra Pradesh
Completion Year: 2018
Score: CGPA 7.2

ACADEMIC & PRACTICAL KNOWLEDGE

- **Financial Accounting:** Comprehensive understanding of preparing general ledgers, trial balances, and organizing core financial statements.
- **Taxation Principles:** Well-versed in direct/indirect taxation concepts and regulatory compliance principles taught during higher secondary education.
- **Data Management & Analysis:** Experienced in utilizing MS Excel for organizing datasets, maintaining accounts logs, and utilizing functions to ensure data accuracy.