

HARISH J

MBA Student | Management & Commerce Graduate

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CAREER OBJECTIVE

A highly motivated Commerce graduate with a CGPA of 9.59 (University Second Rank), currently pursuing a Master's Degree in Management Studies, seeking an internship opportunity to gain hands-on exposure to organisational functions, management practices, and business operations. Having already completed a 15-day internship at **VT Tax Care Service Pvt. Ltd.** — where I handled Tally data entry, tax-return record updates, and income-tax return form processing — I am eager to broaden that practical foundation through a structured internship in a professional environment. I aim to apply and strengthen my skills in administration, documentation, data management, and analytical problem-solving while contributing meaningfully to the host organisation.

EDUCATION

SRM Arts and Science College, Kattangulathur

Master of Management Studies (MMS)

2025 – Present

SRM University, Ramapuram Campus

B.Com – Information Systems & Management

CGPA: 9.59 | University Second Rank

2022 – 2025

St. Anne's Matric Hr. Sec. School

Higher Secondary (Class XII)

Score: 521/600 | Percentage: 86.83%

2022

WORK EXPERIENCE

Report Writer

Freelance / Academic | 2022 – Present

- Prepared more than two MBA Project Reports during the 2nd and 3rd semesters using Google Forms, Excel, and statistical analysis tools.

Data Entry Operator

VT Tax Care Service Pvt. Ltd. | 2025 (2 months)

- Handled Tally data entry, tax-return record updates, taxation-entry verification, and income-tax return form processing.

INTERNSHIP

VT Tax Care Service Pvt. Ltd.

15-Day Internship | 2025

- Gained practical exposure to accounting, taxation workflows, and day-to-day business operations of a tax consultancy firm.
- Observed GST filing procedures, client record management, and financial documentation processes.
- Understood organisational structure, interdepartmental coordination, and professional office conduct.

VOLUNTEER EXPERIENCE

- Head of Documentation for the department club (1st & 2nd year of UG) — managed records for conferences, seminars, online meetings, and cultural & technical events.
- Created project reports for MBA students (2023) using Google Forms, Excel, and statistical tools.
- NSS Volunteer Traffic Controller (2024) — managed traffic and ensured safety during events.

- Represented the college in 5+ seminars, including drug-awareness discussions by Yi and Building Bharat.

ACCOMPLISHMENTS

- University Second Rank Holder — CGPA 9.59 (B.Com, SRM University).
- Received Meritorious Award during 2nd and 3rd year of UG for academic excellence.
- Earned A+ grades and outstanding semester performance awards.
- Nominated for Best Student Award during 2nd year of UG.

SKILLS

Office Tools:	MS Word, Excel, PowerPoint	Google	Google Forms, Google Sheets, Google
		Workspace:	Docs
Accounting:	Tally (Data Entry)	Database:	MySQL
Design:	Canva (Basic)	Multimedia:	Basic Video Editing
Documentation:	Report Writing, Data Analysis		

LANGUAGES

English | Tamil

INTERESTS

Reading Books | Documentation | Cooking | Gardening