

Chirag Modi

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Career Objective

Motivated commerce graduate with hands-on experience in accounting and business operations. Skilled in Tally, Excel, and data analysis tools. Seeking an Accounts Intern position at Fitpage (Mumbai HO) to gain real-world exposure in finance and accounting operations while supporting business growth.

Education

Bachelor of Commerce (B.Com)

University of Calcutta

Status: Completed

Professional Qualification:

Completed CA Foundation

Studied CA Intermediate

Certifications:

Data Analytics Course – PW Skills (Excel, Power BI, SQL, Python)

Technical Skills

- Accounting Tools: Tally ERP, MS Excel
- Analytics Tools: Power BI, SQL, Python (Basics)
- Core Concepts: Bookkeeping, Ledger Reconciliation, Trial Balance, Financial Reporting
- Other Tools: PowerPoint, Word, Google Sheets

Professional Experience

Teleperformance (Amazon Process)

Customer Service Associate | Nov 2024 – Present

- Handled customer queries related to orders, payments, and refunds with precision.
- Maintained high accuracy and compliance in data handling and reporting.
- Developed strong communication, multitasking, and client servicing skills.

Projects & Coursework

Financial Dashboard Project (PW Skills)

- Designed Power BI dashboards visualizing sales and profit trends.
- Cleaned and structured raw data using Excel and SQL.
- Presented insights to demonstrate data-driven financial decision-making.

Key Strengths

- Solid understanding of accounting and bookkeeping practices.
- High attention to detail and numerical accuracy.
- Strong learning attitude and adaptability in fast-paced environments.
- Effective communicator and team collaborator.