

Anish Puttagunta

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EDUCATION

South Brunswick High School,

High School Diploma

Monmouth Junction, NJ

Sep. 2018 – Present

- **Courses :** Business Org. & Management, College Accounting I, II, Computer Science in 21st Century, Personal Finance Management, AP Microeconomics, AP Macroeconomics, Social Media Marketing and Other Math courses like Calculus etc.

WORK EXPERIENCE

Taco Bell

Service and Food Champion

South Brunswick, NJ

June 2021 – Present. 2020

- Worked to correctly receive orders, process payments, and communicate with customers and management to maximize customer satisfaction. Learned and refined important skills, such as time-management, problem-solving, and team building. Developed personable relationships with managers and colleagues, which enhanced functionality and allowed for personal learning and growth.
- Received orders and communicated with managers to maximize customer satisfaction. Learned skills such as problem-solving, time management and relationship building.

INTERNSHIP EXPERIENCE

ZAI Global Inc

Intern – Software Development Group

Piscataway, NJ

June 2018 - Present

- Learned about the functions of business consulting, including sales recruitment and human resources. Assisted with responsibilities around the office.
- Worked as an intern, assisting with responsibilities around the office. Organized employee files, company invoices and human resources data. Used Microsoft Office, Word and Excel, to maintain the company data.
- Learned various software-related work, like software development, using Java and Python.
- Continuing to work as an intern in the office while refining technological and software skills.

Precision Financial Strategies

Intern

Freehold, NJ

June 2021 – Sept 2021

- Research and analysis of ETF and mutual funds.
- Assisted with project preparation
- Assisted with firm investment policies and portfolio management spreadsheets.
- Worked with Microsoft Office, including Word and Excel.
- Assisted with additional various office tasks.
- Learned cash flow, profitability, and other related industry topics

Roy S CHEREATH, CPA

Intern

North Brunswick, NJ

June 2019 – June 2021

- Assisted in tax filing while learning about tax preparation and general business accounting. Learned about bookkeeping and helped with office duties.
- Used Microsoft Word, Excel, and other software tools during the internship.

VOLUNTEERING / COMMUNITY INVOLVEMENT

HEMCARE LLC

Volunteer

Monroe, NJ

- Assisted senior citizens with activities of daily living while reinforcing a positive attitude in the center. Gained an understanding of empathy.

Cambridge Learning Center

Volunteer

North Brunswick, NJ

- Assisted the center by organizing books, reading materials etc which helped student and teachers.

Food Drive

Volunteer

South Brunswick, NJ

- Volunteering at food drive events at my temple.

ADDITIONAL INFORMATION

Skills: Microsoft Office Suite, Telugu & Spanish,

Interests: Basketball, Golf, Music, Xbox,

Clubs:

Junior State of America (JSA): Met weekly to participate in debates about political awareness. Took part in mock trials and attended national conventions to refine public speaking and leadership skills.

FBLA: Gained a fundamental understanding of business and how to make an impact on society through leadership. Learned from business leaders in the community.

Trumpet player: Learned the art of trumpet playing and continued practicing since childhood. Reading music helped stimulate mind, manage time, and learn discipline.

Golf: Learned golf while enhancing valuable life skills, such as patience and balance. Built self-confidence and learned how to relax in times of stress.