

RITIKA ANAND

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Summary

Seeking an entry-level analyst position for an active, detail-oriented fresh graduate. Strong analytical skills and interest in business monitoring, compliance reporting, and financial data analysis. Interested in educating and promoting financial crime prevention and compliance. Ability to analyze data and create reports using advanced Excel functions. Ability to work independently and collaboratively as part of a team to complete tasks within a given time frame. You will be expected to apply your financial knowledge and develop skills in a work environment.

Skills

Advanced MS Excel, Basic Accounting Concepts, Financial Reporting, Effective Communication & Interpersonal Skills, Proficient in Google Sheets & Office 365, Microsoft Word, Teamwork & Collaboration, Tally, Data Entry, Analytical and Problem-solving.

Work Experience

Financial Analyst Intern:-

June 2024 - Till Date

- Accurately entered and verified financial data into accounting software to ensure accuracy and consistency.
- Collaborated with clients to gather essential financial information and addressed any queries promptly.
- Worked closely with team members to meet project deadlines and achieve financial reporting objectives.
- Assisted in analyzing financial data to identify trends, anomalies, and potential risks for corrective action.
- Contributed to the preparation and analysis of financial statements, including balance sheets and income statements.
- Supported the development and execution of financial planning processes for accurate revenue forecasting.
- Gained hands-on experience in utilizing advanced Excel functions for generating reports and automating financial tasks.
- Assisted in reconciling financial discrepancies and ensuring accurate record-keeping for audits and tax filings.

Education

- **B.COM in Accountancy:-** Apr 2020- May 2023
 - **Patliputra University (Percentage:- 68.8%)**
 - **Relevant Coursework:** Financial Analysis, Business Law, Risk Management, Corporate Finance.

Interests

- Singing
- Drawing
- Travelling