

RIYA AGARWAL

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EDUCATION			
Degree/Examination	Institution	%/CGPA	Year
B.Com (Hons.)	Shri Shikshayatan College, Kolkata	8.2	2019-2022
Higher Secondary (ISC)	Saint Joseph's School, Bhagalpur	87%	2017-2019
Secondary (ICSE)	Carmel School, Bhagalpur	86.6%	2015-2017

WORK EXPERIENCE/ INTERNSHIP	
RGP IMPEX PRIVATE LIMITED <u>Accounting Associate</u> (April 2024-Jan 2025)	<ul style="list-style-type: none">Managed and processed import documentation, including bills of entry and shipment tracking.Prepared and issued sales and purchase invoices in accordance with company policies.Oversaw payment processing and maintained accurate records of transactions.Assisted in various accounting tasks to ensure smooth financial operations.
PwC SDC, KOLKATA <u>Assurance Associate</u> (July 2022-Jan 2023)	<ul style="list-style-type: none">Held a key position within the Banking and Capital Markets sector, contributing to critical financial operations.Actively participated in client walkthrough meetings, ensuring clear communication and alignment of objectives.Responsible for preparing and organizing documentation for walkthrough meetings to support client interactions.Conducted substantive testing and procedures to ensure compliance and accuracy in financial reporting.
UNSCHOOL <u>Business Development Intern</u> (Nov 2021-Dec 2021)	Strategically promoted UNSCHOOL's website and products across multiple colleges nationwide, gaining hands-on experience in marketing, brand promotion, and management.

AWARDS AND RECOGNITION
<ul style="list-style-type: none">Secured exemption in 2 papers in CA Foundation, Nov 2019 examination.Cleared ACET, conducted by Institute of Actuaries of India; FEB 2020 examinationSecured 1st Position in Level 1 and Level 2, in International Olympiad of Mathematics' 12 and 2011, (STATE RANK-19).Awarded with LETTER OF RECOMMENDATION for exceptional contribution in spreading awareness on digital media, planning creative content, and fundraising efforts

SKILLS
<ul style="list-style-type: none">MS-Office (Excel, Word, PPT), Financial Management, Analytical skills, Client Relationship, Leadership and Teamwork.

VOLUNTEERING EXPERIENCE
<ul style="list-style-type: none">Created stories and led activities to foster student development at Team Everest NGO.Led social media campaigns, organized fundraisers, and participated in animal feeding programs at Kshitiksha Foundation NGO