TANYA AGARWAL

Location: Agra, India |Email: tanyaagarwal0604@gmail.com | Phone: +91 7668240581

Professional Summary

Motivated MBA (Finance & HR) candidate with a strong foundation in accounting, taxation, and financial reporting. Skilled in MS Excel, reconciliations, and analysis of financial data. Possess academic exposure to direct and indirect taxation (GST, TDS) and hands-on experience in financial advisory and operations. Eager to begin a career as an Analyst, contributing to compliance, data accuracy, and process improvement within a professional finance environment.

Core Competencies

- Reconciliations & General Ledger(academic exposure)
- Accounts Payable & Receivable(academic exposure)
- Invoice Processing & Journal Entries
- Ratio Analysis & Accounting Standards
- Risk Management & Portfolio Support
- MS Excel & Financial Modelling

Professional Experience

- Investment Advisor Intern

Zielhoch Pvt. Ltd., September 2024 – November 2024

  - Supported client portfolio management and prepared investment and return reports.
  - Conducted market research and prepared financial summaries for decision-making.
  - Assisted in aligning portfolios with client tax-saving and risk-return objectives.
  - Gained exposure to financial documentation and reporting practices.

- HR Executive Intern (Recruitment & Operations)

Sysbolt Innovations Pvt. Ltd., May 2024 – September 2024

  - Maintained accurate records and reports in Excel for recruitment and operations.
  - Supported compliance-related documentation and process tracking.
  - Collaborated with cross-functional teams to improve process efficiency and reporting accuracy.

Education

MBA (Finance & HR) – Dr. A.P.J. Abdul Kalam Technical University, Lucknow | 2023 – 2025

B.Com (Commerce) – St. John's College, Agra | 2020 – 2023

Certifications

Personal Budgeting using MS Excel – Great Learning

Additional Information

Languages: English (Fluent), Hindi (Native)

Strengths: Accuracy, Time Management, Problem-Solving

Interests: Listening Music, Traveling