

Tanya Agrawal

Female, 24

Email: tanyaagrawal2310@gmail.com; Contact: 7088126277



EDUCATION			
Year	Course	School/ College	Marks /Grades
2023– 2025	PGDM	FOSTIIMA Business School, New Delhi	7.0 CGPA
2019– 2022	B.Com.	School of OpenLearning (Delhi University)	6.8 CGPA
2019	XII Standard- CBSE	St. John’s Senior Secondary School, Firozabad	82%
2017	X Standard- CBSE	St. John’s Senior Secondary School, Firozabad	7.4 CGPA
WORK EXPERIENCE			
Administrative Coordinator Agricultural Economics Research Association (India) (May’25 – Present)	<ul style="list-style-type: none">Manage daily administrative operations, including member record updates and coordination of executive committee meetingsMaintain financial records, including receipts, expenditures, and tax filingsOrganized conferences, workshops, and outreach events in coordination with partnersCreate and distribute stakeholder communication materialsEnsure compliance with internal policies and confidentiality protocols in a deadline-driven environment		
Marketing Intern Bajaj Allianz Life Insurance Company (April ’24 – July ’24)	<ul style="list-style-type: none">Conducted market research and consumer behavior analysis to identify target segments, enabling data-driven strategy formulation for a 365-day social media campaignIdentified and analyzed consumer behavior and insights to learn market strategies and to assist in the development of marketing campaignsDesigned and implemented a 365-day content plan across multiple platformsAssisted in scriptwriting and video ad creation, demonstrating analytical thinking and project execution skills.Generated sales revenue worth Rs.52000		
Accounts & Tax Trainee Sumit Mohit& Co (Oct ’22 – Apr ’23)	<ul style="list-style-type: none">Assisted in filing GST returns and maintained compliance with statutory deadlines, improving client satisfactionCollected and verified client financial documents, ensuring accuracy and completeness for regulatory reportingProvided clients with updates and guidance on GST filing procedures and deadlines, enhancing client satisfactionDeveloped knowledge of financial documentation, forms, and compliance procedures, strengthening attention to detail		
PROJECTS			
Ratio Analysis	<ul style="list-style-type: none">Analyzed financial statements of leading IT companies (TCS, Infosys, Wipro, HCL) over multiple years using key ratios such as liquidity, profitability, solvency, and efficiencyInterpreted Balance sheets, Income Statements and Cash Flow Statements to assess financial healthStrengthened skills in Excel-based analysis, financial interpretation and report writing		
SKILLS & CERTIFICATION COURSES			
Certificates	<ul style="list-style-type: none">Excel for Intermediate level by Great LearningBasic of Wealth Management by TCS iONUnderstanding Market Risk in Financial Sector by TCS iON		2024 2024 2024
Skills	<ul style="list-style-type: none">Team CollaborationAnalytical skillsAttention to DetailInterpersonal skillsMicrosoft Office& ExcelProblem solvingTime Management		
EXTRACURRICULAR ACTIVITIES			
Volunteering	<ul style="list-style-type: none">Volunteered for the Can Support Walk for Life – Stride against Cancer		2024
Workshop	<ul style="list-style-type: none">Participated in a two-day workshop on Financial Modelling by Jobaaj LearningsParticipated in a two-day workshop on Data and Business Analytics by Jobaaj Learnings		2024 2024