

Ritika singh

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[Rajasthan, Jaipur]

1 PROFESSIONAL SUMMARY

MBA (Finance & International Business) graduate with hands-on experience in accounting, audit support, compliance, and financial reporting. Possess strong knowledge of fund accounting operations including NAV calculation, valuation reporting (global & domestic), allocation & unitization audits, and portfolio reconciliation processes. Certified in AML & KYC compliance with understanding of regulatory frameworks, client due diligence, and financial risk assessment. highly analytical and detail-oriented professional committed to accuracy, regulatory compliance, and timely client reporting.

2 EDUCATION

MBA – Finance & International Business

Chandigarh University | 2023–2025

Relevant Areas:

- Financial Reporting
- Investment & Portfolio
- Management Corporate
- Accounting Risk Management

B.Com (Hons.)

Chandigarh University | 2020–2023

3 INTERNSHIP AT DADHIGH TAX CONSULTANCY FIRM

Audit & Accounts Intern

- Maintained books of accounts and prepared financial statements for 30+ clients using Tally Prime.
- Assisted in audit procedures including voucher verification, ledger scrutiny, and reconciliation.
- Reviewed exception reports and resolved discrepancies in financial records.
- Supported regulatory compliance documentation and tax-related filings.
- Coordinated with clients to resolve accounting and reporting queries.

4 PROFESSIONAL CERTIFICATIONS

- AML & KYC Compliance Masterclass – Udemy
- Financial Modeling & Valuation – Udemy
- Complete SQL – Udemy
- Python for Finance – Udemy
- Data Privacy – Coursera
- Innovation & Entrepreneurship – Coursera

5 TECHNICAL SKILLS

- Tally Prime – Accounting & Audit Preparation
- MS Excel (Advanced) – Financial Modeling & Reconciliation
- Power BI – Financial Reporting Dashboards
- SQL – Data Extraction
- Python – Financial Data Analysis
- IBM SPSS – Research & Statistical Analysis

6 CORE COMPETENCIES

- Fund Accounting Concepts and NAV Calculation (Conceptual Understanding)
- Valuation Reporting (Global & Domestic)
- Allocation & Unitization Audit and Portfolio Reconciliation
- AML & KYC Compliance, Client Due Diligence (CDD)
- Risk Assessment & Regulatory Compliance
- Exception Reporting & Resolution
- Financial Statement Preparation
- Securities & Accounting Principles
- Strong Analytical & Organizational Skills

7 SPORTS AND EXTRA ACHIEVEMENTS

- Represented India at G1 Level, and Chandigarh University 2 times at AIU.
- Won Gold medal at CBSE National Tournament under 19, 3 times Gold medalist at states level and 3 medals at International level in Above 19 (senior).
- Elected as Sports captain coordinated with faculty & discipline in school. Coordinated and led various events at Chandigarh University.

8 PROJECT

EQUITY VEDA: Built EquityVeda, a specialized market intelligence tool designed for the Indian equity landscape. Leveraging Python and GitHub, the platform provides live streaming data for major indices and deep-dive analytics for India's top-tier corporations. It bridges the gap between raw financial data and actionable investor insights by providing detailed sector-wise summaries and real-time valuation tracking.