



## Nikita Agarwal

fpb2426.229.nikita@iba.ac.in | 9583994973

ACADEMICS			
Qualification	Institute	Board / University	% / CGPA
PGDM(Finance)	Indus Business Academy, Bangalore	AICTE	Pursuing
B.Com	BJB Autonomous College, Bhubaneswar	CHSE	7.68/10
S	DAV Public School, Bhubaneswar	CBSE	91.20%
X	St. Joseph's High School, Bhubaneswar	ICSE	86.67%
CERTIFICATIONS / PUBLICATIONS			
<ul style="list-style-type: none"><li><b>TCS iON Career Edge Programs</b> – Completed Young Professional and Interview &amp; Job Readiness certifications (2025), covering communication skills, business etiquette, resume &amp; interview readiness, accounting fundamentals, MS Office, and professional branding.</li><li><b>ICITSS – Soft Skills and IT Training – Institute of Chartered Accountants of India – 180 Hrs</b> Acquired professional competency in business communication, leadership, and IT-enabled financial analysis.</li><li>Advanced Post Graduate and Diploma in Computer Applications (<b>PGDCA</b>) for (6 months)</li></ul>			
INTERNSHIPS			
<b>Jindal Stainless Limited (JSL) – Finance Intern</b> March'25-May'25	<ul style="list-style-type: none"><li>Processed <b>150 vendor invoices</b> and assisted in vendor payment for contractor services using <b>MIRO</b> in SAP (FI module), ensuring accuracy and compliance with company payment protocols.</li><li>Monitored file movement and documentation flow for <b>200 files</b> within the Accounts Payable system, ensuring timely verification, authorization,</li><li>Worked on the integration of <b>SWO</b> in SAP reducing document turnaround time by 20%.</li></ul>		
<b>PAMS &amp; ASSOCIATES- Finance Intern</b> June'25-August'25	<ul style="list-style-type: none"><li>Prepared tax computations in Excel and filed <b>100+ Income Tax Returns</b> (ITR-1 to ITR-4) using <b>CompuOffice</b> Tax software, ensuring 100% accuracy and timely submission.</li><li>Performed <b>25+ GST reconciliations</b> and return preparations (GSTR-1, 2A, 3B) for corporate and individual clients, identifying mismatches and improving compliance accuracy by 20%.</li><li>Recorded and verified <b>500+ accounting entries</b> in Tally ERP, prepared monthly ledgers and financial statements, and supported internal audit reviews for multiple client accounts.</li><li>Contributed to enhancing the firm's <b>compliance efficiency by 25%</b> and client service capacity by 15%, supporting smoother tax operations and faster client turnaround.</li></ul>		
PROJECTS			
<b>Market Research Project'2024</b>	Led and collaborated with a <b>team of 6</b> to research eco-friendly product adoption in Service Sector viz. hospitals, hospitality, and retail analyzing <b>sustainability practices</b> and consumer behavior through Questionnaire based Market Survey.		
<b>Research Paper Presentation'25(IEA)</b>	Presented research on <b>"Behavioral Biases in Stock Market Investment Decisions"</b> at <b>Indian Economic Association</b> at Vels Institute, analyzing investor psychology and its impact on trading behavior.		
POSITIONS OF RESPONSIBILITY			
<b>Treasurer at Navigator's Club, 2025</b>	Managed the <b>finances of Navigator's club</b> by preparing budgets, maintaining records, handling collections and disbursements, coordinating with event teams for cost control, and presenting financial reports to ensure transparency and compliance.		
ACADEMIC ACHIEVEMENTS			
<ul style="list-style-type: none"><li>Received '<b>Academic Excellence Award</b>' in 12<sup>th</sup> Std</li><li>Received '<b>Sardar Vallabhbhai Patel Memorial Scholarship</b>' of Rs. 70,000 from college for scoring well consistently throughout my career</li><li><b>Subject topper</b> in class Accountancy and Economics in 12th Std</li></ul>			
EXTRA CURRICULAR ACTIVITIES			
<b>BASKETBALL</b>	Secured <b>First Runner up</b> in Inter-School Girls Basketball Competition		
<b>USHUS'24 Management Fest</b>	Secured a <b>top 4 position</b> among 19 competing teams in the Finance Vertical, in Christ University, Finalist in Product pitch competition in Jain University.		
<b>Spelling Bee</b>	Participated in National Spelling Bee Competition.		