

Richa Agrawal

agrawal.richa003@gmail.com
6261311576

Career Objective:

To be the part of an organization where I can get opportunities to put my academic qualifications and ideas to productive use and contribute to the growth of the organization through consistent hard work.

Educational Qualification:

Course	Institute	University /Board	Year of Passing	Result
MBA(Finance+ Marketing)	Prestige Institute of Management, Gwalior	Jiwaji university	2016-18	73.656%
BCA	TIPS College, Gohad	M.C.R.P.V. University, Bhopal	2014	75.82%
XII	The Sharpage H.S. School	M.P.Board	2011	76%
X	The Sharpage H.S. School	M.P.Board	2009	70%

Key Skills:

- Tally ERP 9, Accounts Payable, Accounts Receivable, Vendor Management, Invoice Processing, Auditing, Ms -Word, Ms-Excel

Major Research Project:

Topic – Impact of behavioral biases and Financial literacy on investment Performance
Test - regression, factor analysis, t-test

Summer Internship Program:

Company Name	: Anjani Finance Limited, Indore
Project Title	: Loan products and its process
Duration	: 45 days (1 Aug 2017 to 14 Sep 2017)
Learning	: Team work, improve my Interpersonal Skill

Work experience:

CA Firm (chartered Accountant) Worked as a **Finance Executive cum Accountant** From Oct 2018 to Nov 2019.

Work Exposure:

- Maintain day to day accounting in tally and monthly reports.
- Bank statements are entered in tally erp 9.
- Everyday Bank reconciliation of credit card & bank accounts.
- Drafting balance sheet and profit & loss account of proprietorship firm and private limited company.
- Working with the CA to ensure we are fully tax compliant and ensuring we file our taxes in time.

Neminath Housing Pvt Ltd Working as an **Accounts Executive** From Dec 2019 to present

Work Exposure:

- Daily Maintenance of accounting voucher entry contra, payment, Receipt, journal, sales, purchase.
- Party Ledger maintain bill wise detail, debit note, credit note, and other working.
- Cross checking of vendor agreement with vendor bill submitted and also verification of vendor bill before booking of cost.
- Preparing sales invoices.
- Daily follow up to clients regarding due payment .
- Handling corporate and personal internet banking of individual, proprietor firm, private limited company and making payments on time and tracking the payments that are made.
- Finalizing the balance sheet of Pvt Ltd company, proprietorship firm and individual firm.
- Preparing monthly and quarterly tds (Tax Deducted Sources) payment and challan sheet.
- Cash handling and office expenses are booked in tally erp 9.
- Creating payment/receipt voucher related to financial transaction.
- Preparing daily bases MIS on excel.
- Sales and purchase invoices entry.
- Maintain annual work papers for designated properties for audit and tax purpose and also assist in the annual internal and external audit process.
- Attended statutory audit on behalf of the company.
- Assisted customers queries regarding outstanding payments.

- Work experience of treasury activities (Bank reconciliation and customer cheque clearing).

Achievements:

- I got certificate in Women Entrepreneurship Development Workshop organized by MPCON Limited, on 15 sep 2016 to 15 oct 2016.

Co –curricular activities:

- I Participated in financial workshop conducted by **Karvy Hyderabad** in PIMG in 2017.
- I Participated in Brand O Holic on 19 may 2017 organized by PIMG.
- I Participated in option Trading strategies on 23 dec 2017 organized by Prestige Institute of Management,Gwalior.
- I participated in Digital Marketing workshop on Website planning & Creation at Prestige Institute of Management, Gwalior on 2017 organized by Pixel Online.

Key strengths:

- Hard worker, Punctual, Ability to work as individual as well as in group

Hobbies:

- Cooking, Travelling , Listening song in free time.

Personal Details:

- DOB : December 12, 1993
- Languages Known : Hindi and English
- Address : Satya Sai Enterprisess Gwalior Road Gohad
Dist- Bhind (M.P.) -477116
- Local Address : 67, Ratnalok Colony, Vijay Nagar, Indore

Declaration:

I (**Richa Agrawal**), do vouch for the authenticity of the above said.

Date:

Richa Agrawal

Place:

