Riya Agarwal

Accounts Executive (Fresher)

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Personal statement

B.Com graduate (2026) with 74% and a three-month internship at a Jaipur CA firm. Hands-on with TallyPrime, GST return preparation, bank reconciliation and advanced Excel, and looking for an accounts executive or junior accountant role.

Education

B.Com in Accounting and Finance · Shri Ram Narayan College of Commerce, Jaipur, Rajasthan 2023 – 2026
Grade: 74%

Class XII (RBSE) in Commerce · Vidyashram Senior Secondary School, Jaipur, Rajasthan 2022 – 2023
Grade: 86%

Class X (RBSE) in Secondary School · Vidyashram Senior Secondary School, Jaipur, Rajasthan 2020 – 2021
Grade: 88%

Projects

Working Capital Analysis of a Listed FMCG Company · Final-year project Aug 2025 – Dec 2025

B.Com dissertation based on five years of published annual reports.

- Calculated current ratio, inventory turnover and cash conversion cycle for FY2021 to FY2025 in Excel.
- Presented the findings to a faculty panel and scored 46 out of 50.

Skills

TallyPrime · GST returns (GSTR-1, GSTR-3B) · Bank reconciliation · Advanced Excel · Journal entries · TDS basics · Accounts payable · MS Word

Work experience

Accounts and Taxation Intern · Mathur Bansal and Associates, Chartered Accountants, Jaipur Jan 2026 – Mar 2026

- Posted 1,800+ purchase, sales and journal vouchers in TallyPrime for 9 trading and manufacturing clients.
- Prepared GSTR-1 and GSTR-3B working files and reconciled input tax credit with GSTR-2B for 6 clients, flagging ₹3.2 lakh of mismatched ITC.
- Completed monthly bank reconciliations for 4 current accounts and cleared 140 unmatched entries.
- Assisted the audit team with vouching and ledger scrutiny during two statutory audits.

Certifications

TallyPrime with GST · Tally Education Jun 2025

NISM Series V-A: Mutual Fund Distributors · NISM Nov 2025

Core skills

- Attention to detail
- Accounting principles
- Time management
- Client communication
- Documentation

Languages

English · Professional · Hindi · Native · Marwari · Native

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