Nisha Agarwal

B.Com Graduate (Accounts and Finance)

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CAREER OBJECTIVE

B.Com graduate with 78% marks, strong knowledge of accounting, GST basics and Tally Prime. Completed a 3 month internship in a CA firm where I prepared vouchers and bank reconciliations for 25 clients. Looking for an entry level accounts or finance executive role where I can use my accuracy and Excel skills.

EDUCATION

B.Com (Honours), Accounting and Finance, St. Xavier's College — 2022 – 2025
Kolkata, India | 78%

Class XII, Commerce (CBSE), Don Bosco School — 2020 – 2022
Kolkata, India | 91%

Class X (CBSE), Don Bosco School — 2019 – 2020
Kolkata, India | 93%

INTERNSHIP

Accounts Intern, Kestrel and Associates, Chartered Accountants — May 2024 – Jul 2024
Kolkata, India

- Prepared 300+ vouchers in Tally Prime and matched them with bills for 25 small business clients.
- Completed 40 bank reconciliations and flagged 6 unrecorded entries to the senior accountant.
- Helped file monthly GST returns by preparing sales and purchase summaries in Excel.

ACADEMIC PROJECTS

Ratio analysis of a listed FMCG company, Excel, annual reports

- Analysed 5 years of financial statements and presented liquidity and profitability trends in 12 slides.

Cost sheet for a small bakery, Cost accounting

- Prepared a unit cost sheet that showed a 9% saving opportunity in packaging cost.

SKILLS

Tally Prime | MS Excel (VLOOKUP, pivot tables) | GST basics | Bank reconciliation | Journal entries | Financial statements | Data entry | Typing 40 wpm | Business communication

CERTIFICATIONS

Tally Prime with GST, NIIT — Dec 2023

Financial Accounting Fundamentals, Coursera — Mar 2024

ACTIVITIES

Treasurer, Commerce Society, St. Xavier's College — Aug 2023 – Jul 2024
Kolkata, India

- Managed a fest budget of Rs 1.2 lakh and recorded every receipt and expense.

LANGUAGES

English — Fluent
Hindi — Native
Bengali — Professional

DECLARATION

I hereby declare that the details given above are true to the best of my knowledge.

Place: Kolkata
Date: 10 Oct 2026

Nisha Agarwal