

RIYA MAYANK VASA

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WORK EXPERIENCE

Accounting Assistant to Head Accountant
Dhiren Enterprises Mumbai, MH (05/2019 - 09/2019)

- Organized budget documentation and tracked expenses to maintain tight business controls.
- Reconciled financial discrepancies to maintain records integrity and compliance.
- Maintained petty cash and organized invoices, files and receipts.
- Collaborated with head accountant to review and generate ad hoc account reports and statements.

Sales & Marketing Intern
Sundaram Group Mumbai, MH (04/2018 - 06/2018)

- Tracked, measured and reported on trends for sales team analysis and decision making.
- Recorded data in company software and databases, streamlining analysis procedures for efficiency and accuracy.

Digital Marketing Intern
Vasa Cosmetics Pvt. Mumbai, MH (03/2017-07/2017)

PROFESSIONAL SUMMARY

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EDUCATION

BSc Mathematics, Statistics and Financial Economics Expected 06/2023

Queen Mary University of London, UK

International Baccalaureate Diploma Programme, 06/2019

SVKM International School, Mumbai

IGCSE, 03/2017

Garodia International Center for Learning, Mumbai

SKILLS

Photography:

Art Skills:

Lorem Ipsum:

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