

AADITYA RAJ

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SUMMARY

Final-year B.Com (Hons.) student with hands-on accounting and GST experience, strong leadership and communication skills, and a keen interest in finance and management roles within structured, compliance-driven organizations.

EDUCATION

Swami Shraddhanand College, University of Delhi - November 2022- Present
New Delhi
Bachelor of Commerce, Business/Commerce, Honours

St. Karen's High School affiliated- C.B.S.E.
Patna
High Secondary education in Business/Commerce
July 2022
Matriculation in general studies
March 2020

CERTIFICATIONS

Certificate in Business Administration
NMIMS CODE
April 2023
Comprehensive program covering key business administration principles.

Data Science 101
IBM (Cognitive Class)
January 2023
Introductory course on data science and analytics concepts.

ACHIEVEMENTS

IIT Guwahati – Secured 2nd Prize (High Commendation) in Lok Sabha Committee at IIT Guwahati MUN

Ramanujan College, University of Delhi – Won 1st Prize in Policy-Making Competition

Swami Shraddhanand College – Led and scaled Pravaad's annual debating fest to 400+ participants

Enactus, SSNC – Coordinated successful execution of Iraade 2023 & 2024 cultural festivals

EXPERIENCE

Pravaad – The Debating Society | Swami Shraddhanand College
President | 06/2024 – 06/2025
Public Relations team member | 01/2023- 06/2024

- Elected President; led a 40-member team across operations, events, finance, and communications.
- Boosted active membership by 50% via structured recruitment and engagement strategies.
- Scaled annual debating fest Colloquium to 400+ participants; executed 5 flagship events for Shraddhatarang 2025.
- Managed budgeting, approvals, delegation, and reporting.

Key Achievement: Transformed Pravaad into a high-participation, institutionally recognized society with large-scale events.

Enactus – The Social Entrepreneurship Society | New Delhi
Event Coordinator | 01/2023 – 06/2024

- Planned and executed annual fests Iraade 2023 & 2024; managed budgets, vendors, logistics, and sponsorships.
- Coordinated cross-functional teams to ensure timely, cost-effective event delivery.

Key Achievement: Successfully delivered events with 100+ attendees while maintaining financial discipline.

Maa Sanjeevni Enterprises – Sole Proprietorship
Accounts & Operations Executive | 09/2021 – 03/2023

- Independently designed and implemented complete accounting systems using Tally Prime and myBillbook.
- Managed full books, GST compliance (GSTR-1 & GSTR-3B), inventory, and financial reporting.
- Coordinated with suppliers, transporters, and customers for smooth operations.

Key Achievement: Established structured accounting and compliance framework with zero regulatory defaults.

SKILLS

Financial Accounting & Bookkeeping
Preparation of Books of Accounts
GST Compliance & Return Filing (GSTR-1, GSTR-3B)
Tally Prime (Accounting, GST, Inventory)
preparation and analysis of Cash Flow Statements
Inventory Accounting & Valuation
Financial Statement Analysis
Advanced Excel and MS office Tools
Audit Support & Documentation help
Leadership and Professional Communication