

# RIDA ALMIRA LABBI

B.COM (IAF) | FINANCE & ACCOUNTS - AUDIT ASSOCIATE

Medahalli, Bangalore 5600-49

9342936277

rida.almira2004@gmail.com

## CAREER OBJECTIVE

I want to build my career as an Audit Associate by using my strengths in accuracy, risk awareness, and clear communication to support audits of financial statements under international standards. I'm eager to contribute by ensuring compliance, accuracy, and consistency, while working closely with global teams. My goal is to grow with KPMG Global, deliver quality audit support, and keep improving the way processes are done.

## Education

### Mount Carmel College Autonomous

2023 - 2026

B.COM International Accounting and Finance - 3<sup>rd</sup> year  
CGPA - 7.1

### New Baldwin International Pre-University

2021 - 2023

Commerce - Economics, Business Studies, Accountancy,  
Computer Applications.  
12th - 86%

### Cambridge School

2009 - 2021

10<sup>th</sup> - 80.33%

## Certifications

- Excel (Advanced)**: Data handling, reconciliation, Pivot table
- MS Word**: Tables, Formatting
- Tally Prime**: Journal entry, vouchers, ledger (BASICS)
- Emotional Intelligence**: Teamwork & communication
- AI Tools (ChatGPT & others)**: Business tasks

## Professional Experience

### EFT – Coach Manchal Kalra | Digital Operations Intern | Oct 2024 – Jan 2025

Oct 2024 - Jan 2025

- Managed digital operations using MS Office, Excel, Canva, TagMango, ClipChamp, and social media tools.
- Handled client communications, customer data, Zoho receipts, and Zoom sessions.
- Designed and updated website, ensuring batches sold out with positive reviews.
- Developed communication, teamwork, adaptability, and digital marketing skills.

### Entrepreneur Development Project

May 2024

- Conceptualized, baked, and branded brownies as a self-initiated experiment.
- Sold products on Church Street, managing operations and customer interactions.
- Generated revenue and profit, gaining hands-on experience in entrepreneurship and marketing.

## Skills

- Communication**: Effective written, verbal, and client interactions. ( Language - English, Hindi, French, Urdu )
- Teamwork & Collaboration**: Coordinating with peers and stakeholders to achieve process goals.
- Adaptability**: Handling multiple tools, tasks, and changing priorities efficiently.
- Time Management & Multitasking**: Managing deadlines and customer data.
- Creativity**: Self-driven experiments.