

RIYA ROY

Finance

7349385515 riyasofia19@gmail.com Riya Roy Malleshwaram, Bangalore

SUMMARY

An individual with experience in finance , skilled in communication and client relations . Passionate about building a career in finance , applying analytical and organizational skills to drive results .

EXPERIENCE

09/2024 - ongoing

Bangalore

Accountant

Manandi distibutors

A textile distribution firm engaged in supplying cloth materials to both local and outstation markets. The company focuses on efficient sourcing, inventory management, and timely delivery of fabrics to retailers, wholesalers, and manufacturing units.

- ▼ Entered and managed sales , purchases , and credit notes using tally ERP
- ▼ prepared and issued regular and rental invoices accurately and on time.
- ▼ Maintained organized financial records ensuring accuracy and compliance

12/2025 - 08/2026

Bangalore

Operations

Beat battalion

Beat battalion is a bengaluru based event management company specialising in organizing college fests. Founded in 2016, it focuses on creating vibrant experiences through curated productions and competitions.

- ▼ Coordinated end-to-end event operations, including logistics, vendor management, and on-ground execution for large-scale music and cultural events.
- ▼ Streamlined event workflows and team coordination to ensure timely setup, smooth execution, and post-event wrap-up within budget.

08/2023 - 10/2023

Bangalore

Sales Executive

Younity

Younity is an ecosystem which focuses on PPPC model for students: professional development, personality development, personal development and career counselling.

- ▼ •Handling key customers
- ▼ •Reporting to the leader according to the given format

EDUCATION

07/2023 - 05/2026

Bachelors of commerce

Mount Carmel college

07/2021 - 03/2023

Commerce - KSEEB

MountCarmelpreuniversity college

Date period

SSLC- KSEEB

Straceymemorial school

SKILLS

Ms excel Tally Word PowerPoint

KEY ACHIEVEMENTS

Secured3rd placein beachside breakout event conducted by MCCIE (mount Carmel innovation and incubation entrepreneurship center)

An inter class college competition where you will find a world where innovation is the currency of survival there are two rounds which is rapid fire round and presentation in which out of 10 teams we won third place.

Best communicator

Received certificate for excellent communication skills from younity

COURSES

MS.Excelfrom NICT pvt Ltd .