

Teeya Kapur

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EDUCATION EXPERIENCE

The University of Texas at Dallas

Bachelor of Science, Accounting

Master of Science, Accounting and Analytics

Texas CPA Eligible upon Graduation

UT Dallas Dean's list, Academic Excellence Scholarship, UT Dallas Rising Star Award, Chalak Mitra Scholarship

May 2028

GPA 3.91

PROFESSIONAL EXPERIENCE

UT Dallas Central Business Office, Richardson, TX

June 2025 – Present

Student Assistant

- Approved faculty requisitions and purchase orders in line with university procurement policies, ensuring timely posting to startup program accounts
- Audited travel and expense reports to identify discrepancies, contributing to cleaner financial records and improved reimbursement workflows
- Responded to 30+ weekly inquiries from staff via shared mailbox and Teams, achieving consistent on-time resolution and clear communication
- Coordinated with multiple departments to address purchase compliance issues, reducing errors by 15% and streamlining workflows

EFG Companies, Irving, TX

March 2025 – May 2025

Audit Intern

- Prepared and reconciled monthly bank statements for 15+ client accounts, guaranteeing 100% accuracy between recorded and actual balances
- Collaborated with senior accountants to reconcile \$29M+ worth of transactions, analyzing and resolving variances to maintain audit readiness and financial compliance
- Tracked the 300+ financial transactions using Microsoft Dynamics GP, increasing efficiency and accuracy in the company's accounting system
- Processed 80+ bills, remittances, and payments, ensuring timely and error-free financial documentation

ORGANIZATIONS

Professional Program in Accounting, Member

September 2025 – Present

Accounting Student Leadership Council, Marketing Chairperson

June 2025 – Present

- Collaborated with executive board and other student organizations to launch and promote the council, reaching 150+ students within the first semester through targeted marketing campaigns and events

Indian Students Association, Vice President

June 2024 – Present

- Launched and managed the first JSOM scholarship program for international students, leading a fundraising campaign that raised over \$10,000 in the semester

Freshman Mentoring Program, Mentor

June 2024 – Present

ACADEMIC COMPETITIONS

FBLA Accounting Competition

Jan 2025 – Feb 2025

- Achieved first place in state-level Foundations of Accounting Exam and led team to win Accounting Case Competition, outperforming 200+ competitors

ADDITIONAL INFORMATION

Skills: QuickBooks Online ProAdvisor Certification, Advanced MS Excel Certification, Xero Advisor Certification, Microsoft Dynamics GP, Bookkeeping, Microsoft Student Ambassador Badge, Canva

Languages: English, Hindi

Eligibility: Eligible to work in the US for internships and full time for up to 36 months