

Muskan Agrawal

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To work in an organization where working for initiative is insured and which facilitate my contribution through thoughts and action to the company's vision while providing ample opportunities for self-development.



EXPERIENCE

**Blackstone COE-
Wipro DOP
Expense Management**
(March 2023- Feb
2024)

- **Preparing** detailed valuation reports which highlighting key findings, tailored to the needs of internal stakeholders, limited partners, and regulatory requirements.
- **Preparing** various reports to various finance teams based on data in concur, including review of payables outstanding, pending un-submitted expenses, to flag them to management and settle the disputes.
- **Performing** Impact Analysis for the un-submitted expenses every week and presenting the findings on quarterly basis to the management.
- **Updating** SOPs on regular basis for all regions, as per the changes in the policy and translated complex procedures into user-friendly SOPs.
- **Creating** reports on monthly basis for different regions and presenting data as per management need and requirements.
- **Conducting** comprehensive audits of employee expense reports, identifying discrepancies and reporting to the management.

INTERNSHIP

**Blackstone COE-
Wipro DOP**
(Dec 2022- Feb 2023)

- **Worked** in Valuations and Expense Management Department for Blackstone RE Sector.
 - **Trained** on SAP Concur and I- level.
 - **Creating** reports on monthly basis for different regions.
- Tracked and updated the status of expense reports on daily basis.

90 Days

ACADEMICS

Qualification	Institute	% / CGPA	Year
MBA (Financial Administration)	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore	8.28/10	2023
B.COM (Hons)	International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore	8.26/10	2021
Grade XII (Commerce with Maths)	ST. Raphael's Hr. Sec. School, Indore (CBSE)	86.8%	2018
Grade X	ST. Raphael's Hr. Sec. School, Indore (CBSE)	79.8%	2016

POSITIONS OF RESPONSIBILITY

Co-Coordinator
Finance Club, IMS
DAVV

Organized 6 events/competitions & **initiated** various educational series on the social sites to cater the larger audience.

SKILLS

Languages	English, Hindi (Native)
IT Skills	MS Office, SAP Concur, I-Level
Certifications	<ul style="list-style-type: none">• Financial Modelling from finOptions Institute of Financial Studies Pvt Ltd., Indore