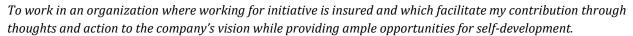
## Muskan Agrawal





EXPERIENCE			
Blackstone COE- Wipro DOP Expense Management (March 2023- Feb 2024)	<ul> <li>Preparing detailed valuation reports which highligh tailored to the needs of internal stakeholders, limited regulatory requirements.</li> <li>Preparing various reports to various finance teams lincluding review of payables outstanding, pending use to flag them to management and settle the disputes.</li> <li>Performing Impact Analysis for the un-submitted expresenting the findings on quarterly basis to the man Updating SOPs on regular basis for all regions, as policy and translated complex procedures into user-form translated complex procedures into user-form as per management need and requirements.</li> <li>Conducting comprehensive audits of employee expediscrepancies and reporting to the management.</li> </ul>	based on data in concur n-submitted expenses, xpenses every week and agement. her the changes in the friendly SOPs. ons and presenting data	d
INTERNSHIP			
Blackstone COE- Wipro DOP (Dec 2022- Feb 2023)	<ul> <li>Worked in Valuations and Expense Management Department for Blackstone RE Sector.</li> <li>Trained on SAP Concur and I- level.</li> <li>Creating reports on monthly basis for different regions. Tracked and updated the status of expense reports on daily basis.</li> </ul>		90 Days
ACADEMICS			
ACADEMICS			
Qualification	Institute	% / CGPA	Year
	Institute  Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore	% / CGPA 8.28/10	<b>Year</b> 2023
Qualification	Institute of Management Studies, Devi Ahilya		
Qualification  MBA (Financial Administration)	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore International Institute of Professional Studies,	8.28/10	2023
Qualification  MBA (Financial Administration)  B.COM (Hons)	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore	8.28/10 8.26/10	2023
Qualification  MBA (Financial Administration)  B.COM (Hons)  Grade XII (Commerce with Maths)	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore  ST. Raphael's Hr. Sec. School, Indore (CBSE)	8.28/10 8.26/10 86.8%	2023 2021 2018
Qualification  MBA (Financial Administration)  B.COM (Hons)  Grade XII (Commerce with Maths)  Grade X	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore  ST. Raphael's Hr. Sec. School, Indore (CBSE)	8.28/10 8.26/10 86.8% 79.8%	2023 2021 2018
Qualification  MBA (Financial Administration)  B.COM (Hons)  Grade XII (Commerce with Maths)  Grade X  POSITIONS OF RESPONSIBILITY  Co-Coordinator  Finance Club, IMS	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore  ST. Raphael's Hr. Sec. School, Indore (CBSE)  ST. Raphael's Hr. Sec. School, Indore (CBSE)  Organized 6 events/competitions & initiated various educational series on the social sites to cater the large	8.28/10 8.26/10 86.8% 79.8%	2023 2021 2018
Qualification  MBA (Financial Administration)  B.COM (Hons)  Grade XII (Commerce with Maths)  Grade X  POSITIONS OF RESPONSIBILITY  Co-Coordinator  Finance Club, IMS  DAVV	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore  ST. Raphael's Hr. Sec. School, Indore (CBSE)  ST. Raphael's Hr. Sec. School, Indore (CBSE)  Organized 6 events/competitions & initiated various educational series on the social sites to cater the large	8.28/10 8.26/10 86.8% 79.8%	2023 2021 2018
Qualification  MBA (Financial Administration)  B.COM (Hons)  Grade XII (Commerce with Maths)  Grade X  POSITIONS OF RESPONSIBILITY  Co-Coordinator  Finance Club, IMS DAVV  SKILLS	Institute of Management Studies, Devi Ahilya Vishwavidyalaya, Indore  International Institute of Professional Studies, Devi Ahilya Vishwavidyalaya, Indore  ST. Raphael's Hr. Sec. School, Indore (CBSE)  ST. Raphael's Hr. Sec. School, Indore (CBSE)  Organized 6 events/competitions & initiated variou educational series on the social sites to cater the larg audience.	8.28/10 8.26/10 86.8% 79.8%	2023 2021 2018