



# Ritika Agarwal

Manager Administration

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## Languages

English

## About

With a rich background in retail and accounting, I have honed my customer service and sales skills at M&S and managed end-to-end operations at Om Creations. My meticulous approach ensures precise data handling in fast-paced retail environments.

### BRANDS WORKED WITH

CORPORATE BRIDGE

Macc Animation

M&S

Om Creations (Retail Clothing Outlet)

TNS Group

Wallet Hub

## Experience

### ● Customer Assistant: Cashier (Contract)

M&S | Nov 2023 - Dec 2023

- Cashier – handling the till and helping customers

### ● Accounts and Administration Manager

TNS Group | Feb 2021 - Jan 2023

- Involved in simplification of overall accounting and MIS process
- Involved in implementation of new ERP system
- Reconciled cash and bank statement on daily/monthly/quarterly basis
- Reconciled accounts and resolved both internal variances and discrepancies in external documentation on daily basis
- Involved in recruitment of interns and new employees

### ● Manager

Om Creations (Retail Clothing Outlet) | Jan 2019 - Jan 2021

- Managing clothing outlet and responsible for end to end purchases and sales
- Managing accounts and regulatory requirement (taxes)

### ● Research Analyst

Wallet Hub | Sep 2014 - Aug 2018

- Responsible for the background research of various studies ranging from credit card debt, Interest rates, Auto loan, market research etc
- Evaluating various metrics to form basis of research including suggesting new ideas
- Prepared Trend Analysis Reports and Maintained various databases
- Coordinating with other teams for publication of research report



### ● Teacher

CORPORATE BRIDGE | Jan 2014 - Jan 2018

- Work profile involves teaching CFA level 1 students online (weekends)

### ● Counselor

Macc Animation | Jan 2010 - Jan 2011

- Helping students in understanding various course offered by the organization and handling students query related to the administration
- Presenting in college seminars to market various courses
- Taking care of the day to day management of the center

## Education & Training

2004 - 2007

### ● Y. K. College of Commerce

Bachelor of Business Administration,

