

# RIYA RAJAK

## SEMI- QUALIFIED COST ACCOUNTANT

### INFO

#### ADDRESS:

387 A, TRD COLONY BEHIND  
OFFICER'S COLONEY, BARKAKANA,  
P.O. BARKAKANA, DIST: RAMGARH,  
JHARKHAND – 829102

#### PHONE:

8348362432

#### EMAIL:

[riyarajak6@gmail.com](mailto:riyarajak6@gmail.com)

#### DOB:

21<sup>ST</sup> DECEMBER 1997

#### NATIONALITY:

INDIAN

### SKILLS

MS EXCEL

— — — —

TALLY ERP9

— — — —

MS WORD

— — — —

### LANGUAGES

ENGLISH

— — — —

HINDI

— — — —

BENGALI

— — — —

### PROFILE

CLEARED CMA INTERMEDIATE IN 2021 AND PURSUING FINAL CURRENTLY.  
WANT TO WORK IN AN ORGANISATION OR PLATFORM WHERE MY  
ACADEMICS AND QUALIFICATIONS CAN BE PUT TO USE FOR GOOD OF  
MY ORGANISATION AS WELL AS ME.

### EDUCATION

#### **SECONDARY STUDIES, CBSE**

BARKAKANA | 2012 March - 2013 March

SCORED 7.4 CGPA IN MY SECONDARY EXAMINATION

#### **HIGHER SECONDARY STUDIES, CBSE**

BARKAKANA | 2014 March - 2015 March

SCORED 87% IN HIGHER SECONDARY EXAMINATION WITH  
INFORMATION PRACTICES AS OPTIONAL SUBJECT.

#### **B.COM(H) ACCOUNTS, UNIVERSITY OF CALCUTTA**

KOLKATA | 2016 April - 2019 May

GOT GRADUATED FROM UNIVERSITY OF CALCUTTA IN B.COM  
HONOURS IN FINANCE WITH 45.56%.

#### **CMA INTERMEDIATE, INSTITUTE OF COST ACCOUNTANTS OF INDIA**

KOLKATA

CLEARED CMA INTERMEDIATE LEVEL IN DECEMBER 2020 WITH 485  
MARKS OUT OF 800. CURRENTLY PURSUING CMA FINAL LEVEL.

### HOBBIES

FOND OF COOKING, LISTENING TO SONGS & DRAWING.

### EMPLOYMENT HISTORY

NEVER WORKED AS A FULL TIME EMPLOYEE OF ANY ORGANISATION/  
COMPANY.

### DECLARATION

I DO HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS  
TRUE TO THE BEST OF MY KNOWLEDGE.