

RISHIKA SINGH

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Education

Arka Jain University <i>B.Com specializing in Finance</i>	Jamshedpur 2022 - 2025
Vidya Bharati Chimmnya Vidyalaya <i>Senior Secondary / Central Board of Secondary Education, Jharkhand</i>	Jamshedpur 2022
Shiksha Niketan <i>Secondary / Central Board of Secondary Education, Jharkhand</i>	Jamshedpur 2020

Experience

PlanetSpark <i>Business Development Associate</i>	Gurugram Aug 2025 - Present
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- Engaged with **70+** prospective clients daily via cold calling, networking, and social platforms, building rapport and trust through clear communication.
- Scheduled consultations with parents and successfully pitched trial classes to encourage enrolment.
- Negotiated and closed sales worth **Rs. 50k** in the first week, exceeding revenue targets.
- Resolved client concerns with professionalism and empathy, ensuring high customer satisfaction and retention.
- Consistently exceeded weekly sales goals through persistence, adaptability, and a customer-first approach.

C-Zone Institution <i>Computer Instructor</i>	Jamshedpur May 2024 - Jul 2025
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- Taught computer applications to **30+** students, simplifying technical concepts into clear and engaging lessons.
- Maintained effective communication with parents and students, fostering trust and long-term relationships.
- Adapted teaching methods to suit diverse learning needs, ensuring every student gained practical skills and confidence.
- Demonstrated patience, empathy, and leadership while managing classroom interactions and resolving queries.
- Developed strong organizational and multitasking skills by balancing instructional duties with student mentoring.

Danspark & Co. <i>Junior Accountant</i>	Jamshedpur May 2024 - Jun 2024
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- Prepared and maintained financial reports using Tally and Excel, ensuring compliance with audit requirements.
- Demonstrated strong attention to detail by managing financial records with precision and consistency.
- Collaborated with senior accountants to support auditing activities, contributing to smooth operations.
- Strengthened organizational and time-management skills by meeting tight reporting deadlines.
- Built professional communication skills by coordinating with team members and clients on financial queries.

Projects

Summer Internship Project (SIP) <i>A Report on Audit Process Review</i>	Jamshedpur May 2024 - Jun 2024
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- Conducted a comprehensive audit process review of a school's financial statements and records at Danspark & Co.
- Gained practical exposure in audit planning, execution, and reporting, enhancing analytical and compliance skills.
- Worked closely with senior auditors, learning taxation, financial management, and advisory practices.

Dissertation Project <i>The Impact of Inflation on Investment Decisions: A Study of Indian Investors</i>	Arka Jain University 2025
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- Researched the relationship between inflation and investment decisions under varying economic conditions.
- Analyzed investor behavior during high inflation periods to identify trends, preferences, and risk strategies.
- Delivered actionable insights on how macroeconomic factors influence individual investment choices in India.

Skills

Tools & Technologies: MS Excel, PowerPoint, Word, Access

Certifications

Diploma in Computer Applications	C-Zone Institution
Tally Prime ERP	C-Zone Institution