

Riva Khan

rivakhan@schulich.yorku.ca | Toronto, ON

Education

Schulich School of Business – York University

September 2024 – Present

Bachelor of Business Administration – Business Analytics

Relevant Coursework: Database Management, Analyzing Data, Managing Data, Managerial Accounting

Financial Accounting I and II (Prepared journal entries for business transactions and financial statements)

Work Experience

Purdy's Chocolatier | Keyholder

June 2025 – Present

Vaughan, ON

- Carried out end-of-day financial reconciliation using Excel, precisely balancing cash drawers and maintaining highly accurate daily records to ensure strict compliance with store accounting protocols
- Generate end of day sales reports using Square POS and compared them against cash and card totals, supporting documentation and flagging discrepancies for transparency
- Supported accurate month-end inventory cycle records for 25+ products by keeping count of product and documenting any variances, reporting to upper management for further review

Schulich Sports Business Association | Vice President of Corporate Relations

August 2025 – Present

North York, ON

- Promoted from Director to Vice President in recognition of consistently high performance, now overseeing 5+ directors and managing responsibilities in internal operations and external stakeholder outreach
- Built and maintained an Excel CRM tracking a pipeline of 50+ corporate partnership prospects in talks, ensuring accurate record-keeping and personalized outreach for the annual Career Fair, integrating outreach with sports and entertainment industry partners while handling multiple duties
- Secured over \$550 in estimated retail value of in-kind donations from Panera Bread, Organika, Nuts for Cheese, and Sony for the annual Case Competition, funding prizes and giveaways at no cost to the association

North Etobicoke Children's Clinic | Administrative Co-op Student

September 2023 – January 2024

Etobicoke, ON

- Processed non-OHIP patient payments using a handheld tap-payment terminal, issuing receipts and accurately recording each transaction while handling patient financial information securely.
- Entered and updated patient records in an electronic medical records (EMR) system, maintaining accuracy and confidentiality of sensitive information.
- Completed inventory counts of medicinal supplies, nutritional supplement drinks, and vaccines to support accurate stock records.

Volunteer Experience

Variety Village | Volunteer

July 2025 – Present

Scarborough, ON

- Worked with fundraising event operations, managing site setup, equipment configuration, and volunteer coordination for a Teamsters Union activation that raised \$100,000+
- Coordinated on-site donor relations and event logistics, ensuring a seamless and well-organized experience for 100+ international guests
- Facilitated event operations across multiple high-profile venues, including the National Bank Open, contributing to a collective \$112,000+ raised for Ontario all-access youth programs

Skills

- **Excel** (XLOOKUP, VLOOKUP, pivot tables) | Data Analytics: **SQL/MySQL** (filtering, aggregation, GROUP BY, views)
- Finance and operations: reconciliation, sales report review, payment processing, inventory counts
- Soft Skills: Communication, Teamwork, Time Management, Organizational Skills, Accuracy, Attention to Detail