

K TANUSHKA

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PROFILE

BBA 3rd year student with a strong interest in client management and business development. Skilled in communication, presentations, and maintaining organized records. Eager to support business growth and contribute to managing client portfolios while leveraging consultative selling techniques and enhancing customer success.

EDUCATION

Bachelor of Business Administration, Mount Carmel College, Bangalore: Expected Graduation: 2026

Overall Percentage: 75.81% (1st and 2nd Year with First Class Distinction and Exemplary Performance)

CGPA: 7.98

EXPERIENCE

Tata Cummins Pvt. Ltd., Jamshedpur, Jharkhand

Human Resource Intern

May 2024 – June 2024

- **Maintained and organized employee records** across multiple categories, ensuring accurate documentation and efficient data retrieval.
- Handled **exit process documentation** and coordinated with teams to ensure timely completion, demonstrating strong follow-up and communication skills.
- Verified Form 16 records for FY 2023–24 with attention to detail, supporting accurate financial and compliance reporting.
- Supported employee portfolio management to improve accessibility and HR workflow, aligning with skills in **forecasting** and **customer** relationship management.

Tata Steel Pvt Ltd, Jamshedpur, Jharkhand

April 2025-June 2025

Finance Intern

- Analysed working capital ratios for the year 2023 -24 to assess liquidity and credit risks.
- **Prepared and handled financial statements** with focus on compliance and accuracy.
- Improved Excel-based reporting, identifying ₹1.5 lakh discrepancies and **reducing reporting time by 25%**, which contributes to better tracking of **renewals**.

Infants Travels Pvt Ltd, Bangalore, Karnataka

July 2025-October 2025

Finance Intern

- Streamlined invoice processing system using Excel, reducing errors by 20% and improving turnaround time, which enhanced **customer** satisfaction.
- **Analysed operational costs** and **identified 10% savings opportunities** through variance analysis, thereby improving **forecasting** accuracy.
- Reviewed profitability trends, providing insights to support decision-making and efficiency improvements

Positions Of Responsibilities

- Vice President of Computer Club 2022

Organized gaming events and app development competitions for the school's Computer Club.

- Vice President of Legal Literacy Club 2022

Organized debates and conducted Model United Nations (MUN) events for school events.

- Core team member of Sponsorship Team (2023) - contributing to successful event funding and aligning **with sales/client management skills**.
- Core team of Mount Carmel Innovation Incubation Entrepreneurship (Corporate Relations) (2025)

Awards and Achievements

- 100% merit for Computer Applications in class X(2021).
- Guides Captain - Rajya Puruskar Awardee in Scouts and Guides - **Recognized for leadership and communication skills**.

Skills

- **Technical Skills :CRM (Basic Familiarity)**, MS Excel(Advanced), Google Workspace, MS PowerPoint, MS Word.
- **Soft Skills:** Communication, Problem-solving, Analytical Thinking, Collaboration, Time Management.

Certifications:

- Investment Banking
- Digital Marketing