

# R ASWINI

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 #130, Ramalingam Building,  
Double Church Road,  
B Narayanapura,  
Banglore -560016.

## EDUCATION

### 2023-2026

Mount Carmel college,  
pursuing B.com, commerce  
year of passing 2026

### 2022-2023

Silicon city pu college

### 2020-2021

SSC from ZPHS GIRLS  
HIGH SCHOOL

## SKILLS

- Management Skills
- Digital Marketing
- Negotiation & Adaptive
- Critical Thinking
- Communication Skills
- Decision making
- Problem solving
- Pro active & Team work

## TECHNICAL SKILLS

- Gst using tally
- MS office & mail writing
- Web browsing
- Basic computer skills

## HARD SKILLS

- Financial accounting
- Business valuation

## LANGUAGE

- English
- Telugu
- Tamil
- Kannada

## PROFILE

Dedicated and adaptable commerce student with strengths in quick learning, multitasking, and decision-making. Skilled in financial tools such as GST billing through Tally, MS Office, and report writing. Interested in pursuing roles where I can apply my academic knowledge, enhance my professional skills, and support business operations effectively.

## INTERNSHIP/ WORK EXPERIENCE

### Role: Human resource intern

Duration:may 2024 – August 2024

TEN company

During my internship, I gained practical exposure to core HRM functions including recruitment, onboarding, and employee engagement. I assisted in screening resumes, coordinating interviews, and supporting new hire documentation. I also contributed to maintaining employee records, attendance tracking, and payroll-related tasks under guidance. This experience helped me develop communication, coordination, and organizational skills while understanding workplace HR policies and practices. The internship enhanced my knowledge of HR operations, teamwork, and adaptability, providing me with valuable professional experience and preparing me to handle real-world HR challenges effectively..

## CERTIFICATIONS & ACHIEVEMENTS

- Gst using tally – by tally education  
Commerce association, volunteer  
Centre for extended education  
certication appreciated  
NSS volunteers  
Kannada association volunteer

## HOBBIES

- Drawing
- Reading Books
- Listening music
- Learning new things