

Karma Tenzin Lhamo

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Dedicated and motivated individual seeking to begin a career in a challenging environment where I can apply my problem solving skills, contribute to meaningful projects and grow both personally and professionally.

Hardworking Student offering part-time work experience and extensive knowledge of core subject matter. Meticulous and detail-oriented with excellent observational, organizational and communication skills.

Equipped with strong problem-solving abilities, willingness to learn, and excellent communication skills. Poised to contribute to team success and achieve positive results.

Ready to tackle new challenges and advance organizational objectives with dedication and enthusiasm.

Skills

- Data entry
- Accounting
- Microsoft Excel
- Time management
- Flexible schedule
- Fast learner
- Teamwork and collaboration
- Adaptability and flexibility
- Analytical mindset
- Quick learner
- Workflow optimization
- Computer skills
- Data evaluation

Work History

Intern in CA Firm

Bagrodia & Co., Bangalore

- Collected, arranged, and input information into database system.
- Analyzed problems and worked with teams to develop solutions.
- Sorted and organized files, spreadsheets, and reports.
- Prepared project presentations and reports to assist senior staff.

Intern

Spoorthy organization

- Work as an intern in Spoorthy organization for one month.
- Analyzed problems and worked with teams to develop solutions.

Data Entry Intern

Mount Carmel College, Bangalore

- Performed data entry duties with high accuracy and efficiency.
- Reviewed data files to ensure accuracy before entry.
- Rectified data entry mistakes to ensure data integrity.
- Managed chronological documentation of entry activities.

Education

Mcom in Financial Analyst
Mount Carmel College, Bangalore

Bachelor Of Commerce in General
Teresian College, Mysuru