

K TANUSHKA

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PROFILE

Detail Oriented final-year BBA student with strong communication skills and a keen eye for detail.

Experienced in handling data, ensuring accuracy, and supporting day-to-day operational activities.

Adapts quickly to diverse work environments while maintaining professionalism. Eager to contribute to data-driven operational improvements as an Operations Analyst.

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 (cgpa)

EXPERIENCE (Internships)

Infants Travels Pvt Ltd, Bangalore, Karnataka

July 2025-September 2025

Finance Intern

- Streamlined **invoice processing system using Excel, reducing errors by 20%** and improving turnaround time, showing close attention to detail and service orientation.
- Reviewed profitability trends, providing insights to support decision-making and efficiency improvements with a focus **on prioritization of critical tasks and clarification of financial objectives.**
- Prepared **financial statements and cost analyses using advanced Excel features like pivot tables and lookups, demonstrating collaborative work** with finance teams.

Tata Steel Pvt Ltd, Jamshedpur, Jharkhand

April 2025-June 2025

Finance Intern

- Analyzed working capital ratios for the year 2023-24 to assess liquidity and credit risks, ensuring **accountability** in financial reporting.
- Prepared and handled financial statements** with focus on compliance and accuracy, **paying close attention to detail.**
- Improved Excel-based reporting, identifying ₹1.5 lakh discrepancies and **reducing reporting time by 25%**, showcasing efficiency and accountability.

Tata Cummins Pvt Ltd, Jamshedpur, Jharkhand

May 2024 – June 2024

Human Resource Intern

- Maintained and organized employee records** across multiple categories, ensuring accurate documentation and efficient data retrieval while demonstrating **interpersonal** skills.
- Handled **exit process documentation** and coordinated with teams to ensure timely completion, showcasing 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 through **Microsoft Office** applications.

Positions Of Responsibilities

- Vice President of Computer Club 2022

Organized gaming events and app development competitions for the school's Computer Club, demonstrating **strong prioritization** and event management skills.

- Core team member of Sponsorship Team (2023)- contributing to successful event funding and aligning **with sales/client management skills**.
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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**.
 - Secured 3rd Position in entrepreneurship problem solving competition(2025).
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Skills

- **Technical Skills:** MS Excel (Advanced), Power BI, Outlook , MS Power Point, MS Word.
 - **Soft Skills:** Communication & Coordination, Problem-solving, Analytical Thinking, Collaboration, Time Management.
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Certifications:

- Investment Banking
- Digital Marketing