

K TANUSHKA

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PROFILE

Detail-oriented BBA (3rd year) student with **strong fundamentals in accounting** and **basic accounting**, financial analysis, and business research. Skilled in interpreting financial statements, performing data-driven analysis, and preparing clear, structured reports as a **report writer**. Seeking an Analyst role to apply analytical skills and contribute to high-quality client deliverables.

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 (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**.
- Reviewed profitability trends and generated **reports**, providing insights to support **decision-making** and efficiency improvements with a focus on **prioritization** of critical tasks.
- Prepared financial statements and cost analyses using advanced Excel features like pivot tables and lookups, ensuring **accountability** in financial reporting.

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 transparency.

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 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.

Skills

- **Technical Skills:** MS Excel (**Intermediary**), Power BI, 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

Note: Proficient in **fluent English** (written and verbal)