

K TANUSHKA

<div>CONTACT</div> <div>+91 9608954424</div> <div>raotanushka1103@gmail.com</div> <div>Bengaluru, Karnataka</div>	<div>PROFESSIONAL OVERVIEW</div> <div>BBA final-year student with foundational knowledge in financial performance management, including basic cost analysis and reporting. Familiar with procure-to-pay processes such as invoicing. Strong attention to detail and motivated to develop analytical and operational skills as an aspiring Analyst through practical, hands-on experience.</div>
<div>EDUCATION</div> <div>Bachelor’s degree</div> <div>Mount Carmel College</div> <div>Expected Graduation(2026)</div> <div>Cgpa:7.98(1st and 2nd year with First Class Distinction and Exemplary Performance)</div>	<div>PROFESSIONAL EXPERIENCE</div> <div>Infants Travels Pvt Ltd, Bangalore, Karnataka July2025- September2025</div> <div>Finance Intern</div> <div><ul style="list-style-type: none">Streamlined invoice processing system using Excel, reducing errors by 20% and improving turnaround time, showing close attention to detail.Reviewed profitability trends, providing insights to support decision-making and efficiency improvements with a focus on prioritization of critical tasks.Prepared financial statements and cost analysis using advanced Excel features like pivot tables and lookups, demonstrating skills in writing detailed reports.</div>
<div>TECHNICAL SKILLS</div> <div><ul style="list-style-type: none">MS EXCEL(Advanced)Power BIMS Power Point</div> <div>SOFT SKILLS</div> <div><ul style="list-style-type: none">CommunicationProblem-solvingAnalytical ThinkingCollaborationTime Management</div>	<div>Tata Steel Pvt Ltd, Jamshedpur, Jharkhand April2025-June 2025</div> <div>Finance Intern</div> <div><ul style="list-style-type: none">Analysed 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 a strong emphasis 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.</div> <div>Tata Cummins Pvt Ltd, Jamshedpur, Jharkhand May2024-June2024</div> <div>Human Resource Intern</div> <div><ul style="list-style-type: none">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, thus maintaining confidential information.</div>
<div>CERTIFICATIONS</div> <div><ul style="list-style-type: none">Investment Banking(Basics)Digital Marketing</div>	

