

SHYLAJA RANI R

Phone: 8095494600 | Email: rshylaja783@gmail.com

CAREER OBJECTIVE

Detail-oriented and adaptable B.Com (Industry Integrated) student seeking the Analyst Trainee position at Cognizant. Eager to apply strong analytical, operations, and accounting skills to support multicloud and digital workspace services.

EDUCATION

Bachelor of Commerce (Industry Integrated) – Mount Carmel College, Bangalore (Expected 2026) | CGPA: 8.04 (77.6%)

Class XII – CMR National PU College, Bangalore (2023) | 90.5 %

Class X – Jubilee English High School (CBSE, 2021) | 80 %

KEY SKILLS

Cloud & Digital Workspace Fundamentals; Financial Accounting & Operations Management; MS Office Suite; Data Analysis & Reporting; Problem Solving and Critical Thinking; Effective Communication & Team Collaboration; Flexibility to work across shifts and locations

INTERNSHIPS & EXPERIENCE

Operations / Accounting Intern – Gas Turbine Research Establishment (DRDO), Bangalore (May–Jun 2024)

- Maintained daily cash book and assisted in reconciling ledgers for internal projects.
- Coordinated with cross-functional teams to streamline query handling, improving response time by 20%.
- Gained exposure to government accounting standards and documentation.

Intern – Gajanana Builders & Developers (Apr–May 2025)

- Conducted employee job-satisfaction survey and compiled actionable insights for management.
- Supported HR and finance teams in maintaining employee records and payroll data.

ACADEMIC & CO-CURRICULAR HIGHLIGHTS

- Awarded ₹500 by Chief Guest for “GARBHA” dramatics (1st year, MCC).
- Certificates for classical dance performances.
- Appreciation certificate for teaching Financial Accounting to remedial students.

ACHIEVEMENTS

Secured central government internship at DRDO (prestigious national R&D organization). Consistently maintained first-class academic record above Cognizant's eligibility criteria.

ADDITIONAL INFORMATION

Nationality: Indian | Languages: English, Kannada, Hindi, Tamil (basic)

Microsoft excel certification