

TM RENUKA

CAREER OBJECTIVE

To utilize my skills in HR and finance to drive business growth, improve financial performance, and foster a positive work environment. I seek a leadership role in a dynamic organization.

PROFILE SUMMARY

- ✓ HR/Finance graduate seeking entry-level role
 - ✓ Versatile professional with HR and finance skills
 - ✓ Recent graduate with knowledge of HR and finance principles
 - ✓ Recent MBA graduate with strong academic record
 - ✓ Solid understanding of:
 - Accounting principles
 - Financial analysis
 - ✓ MS Word & MS Office
 - ✓ Eager to learn and grow in a dynamic environment
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EDUCATIONAL QUALIFICATION

B.COM(CA) 2018-2021 Completed B. Com (CA) From Sri Venkateshwara University with 72% in 2021.

RESPONSIBILITIES: -

- ☐ Communication and interpersonal skills
 - ☐ Attention to detail and organizational skills
 - ☐ Analytical and problem-solving skills
 - ☐ Recruitment and selection
 - ☐ Employee onboarding and data management
 - ☐ HR documentation and record-keeping
 - ☐ Recruitment and selection assistance
 - ☐ Employee onboarding and benefits administration
 - ☐ Financial analysis and reporting assistance
 - ☐ Compliance with labor laws and financial regulations
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SKILLS

- ☐ Communication and interpersonal skills
- ☐ Conflict resolution and negotiation
- ☐ Problem-solving and analytical skills
- ☐ Time management and organization

PERSONAL SKILLS:-

- ✓ Comprehensive problem-solving abilities.
- ✓ Hard working nature.
- ✓ Good presentation and communication skills.

PERSONAL DETAILS

Name	: TM Renuka
Father’s Name	: TG Mohan
Mother Name	:Rukmini
Date of Birth	: 24/08/2021
Gender	: Female
Marital Status	: Unmarried
Nationality	: Indian, Hindu
Address	: Chennasandra, Whitefield, Bangalore, KA,560067.
Languages Known	: English, Telugu, and Kanada.

DECLARATION

I hereby declare that the above furnished details given by me are true to the best of my knowledge and belief.

Place:	
Date :	(TM Renuka)

