

SWETHA BRUNGI

B. Tech/B.E. Information Technology & Masters in Business Management (MBA-HR)

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An enthusiastic and initiative-taking individual with a strong academic foundation and a passion for learning. Eager to begin a professional journey in a growth-oriented organization where I can apply my knowledge, develop new skills, and contribute to team success. Known for a positive attitude, adaptability, and a strong commitment to continuous improvement. Actively seeking opportunities to gain experience, take initiative, and make a meaningful impact from day one.

Key Skills

- **Technology Skills:** Proficient in using common software applications like Microsoft Office, cashbook & Adda.
- **Communication:** Able to convey ideas clearly and effectively in both written and verbal forms.
- **Active Listening:** Being attentive and adept to understanding nuances and not hesitant in asking relevant questions.
- **Problem-Solving:** Able to identify issues and produce effective solutions.
- **Team Collaboration:** Working well with others to achieve common goals.
- **Adaptability:** Being flexible and open to change.
- **Time Management:** Prioritizing tasks assigned and managing time efficiently.
- **Organizational Skills:** Maintaining a systematic approach and managing tasks effectively.
- **Empathy:** Understanding and sharing the feelings of others especially when the goals is shared.
- **Willingness to Learn:** Open to innovative ideas and eager to acquire new knowledge.
- **Positive Attitude:** Maintaining a constructive outlook and being enthusiastic about the task assigned.

Leadership & Volunteering Experience

Treasurer (Voluntary) (November 2022 – December 2024)

Saiven Hamptons – (Community Engagement), Bengaluru, India

- Managed daily accounting tasks, including tracking expenses, reconciling accounts, and preparing financial reports.
- Documented transactions for cash, credit, and fixed assets.
- Utilized software tools to create reports and presentations.
- Maintained knowledge of accounting standards for accurate recordkeeping.
- Ensured timely cash flow management and optimized fund allocation.
- Identified and resolved errors to improve processes.
- Negotiated with vendors to reduce costs and improve terms.
- Enhanced reporting accuracy through data analysis and reconciliation.
- Supported events and programs, ensuring smooth operations.
- Effectively prioritized tasks to meet deadlines

Education

- **MBA – Human Resources** – Vardaman College of Engineering – Hyderabad, India (2012)
- **B. Tech/B.E.: Information Technology** – Sridevi Women's Engineering College – Hyderabad, India (2010)

Proficient Languages

- English
- Telugu
- Hindi