

SNEHA RG

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EXECUTIVE SUMMARY

Commerce graduate pursuing an MBA in Finance with experience in documentation, compliance, client handling, and finance-related processes. Built practical exposure through finance internships, banking/legal operations, GST processes, and management accounting. Developed foundational skills in MS Excel, Tally Prime, CRM tools, and Power BI introduction and visualization through self-learning tutorials. Seeking to transition into the finance, Accounts and Business operations.

PROFESSIONAL EXPERIENCE

Emerson Process Management Chennai Pvt Ltd. — Dec 2025 – Present

Role: Documentation & Order Management Trainee

- Prepared and submitted customer-ready invoices, warranty files, and QC certificates.
- Performed Specification (SPEC) and GAD documentation activities in the document management database.
- Skilled in preparing Instruction and Operation Manuals, Quality Dossiers, and Catalogues for final documentation, with a focus on accuracy, SOP adherence, and timely order closure.

ELK India — Aug 2025 – Nov 2025

Role: CRM Executive

- Managed direct client communication and explained services and pricing clearly.
- Supported timely client communication and service coordination through structured follow-ups.
- Helped maintain consistent customer enquiry handling and internal coordination

INTERNSHIP EXPERIENCE

Shriram Finance Ltd. — Legal Department — Jul 2025 – Aug 2025

Role: Junior Executive

- Supported legal case documentation and compliance tracking, assisted in drafting legal notices and responses
- Contributed to organized documentation and compliance tracking within the finance company's legal function

Larsen & Toubro -- Chennai — May 2024 – Jun 2024

Role: Finance Intern

- Supported the Finance Department's GST Team, Gained practical exposure to finance operations and departmental processes.
- Assisted with management accounting activities using marginal costing principles.

EDUCATION

MBA (Finance)

University of Madras — Distance Education

In Progress

Bachelor of Commerce (B. Com CS)

Ethiraj College for Women, University of Madras

2025 — 71.12%

CERTIFICATIONS

- NISM – Social Stock Exchange certified.
- Certified in CRM & HubSpot.
- Completed Business Analysis & Process Management course

SKILLS

- Tally prime
- Power BI – Introduction and visualization
- Communication & Client Handling
- Documentation & Compliance
- GST Registration, GSTR-1 and GSTR-3B filing concepts, TDS, ITR (in training)

LANGUAGES

English | Tamil | Hindi (Novice) | German (Novice)
