

# RENU ARORA



**Sr. IT & Admin  
Officer**

Renu has been associated with FMSF from then 2 decades. She holds a Bachelor's Degree in Commerce and Professional Degree in Computer Science (MCA) and Business Administration (MBA) with Specialization in Finance from Indira Gandhi Open University. Also She is a Microsoft Certified Professional in .net.

In her role, she is overall responsible for all computer-related tasks, problems, and solutions within the organisation and also providing Technical support to colleagues. Her primary area of responsibility includes maintaing and updating organisational website and other specialised websites on FCRA, Incometax and Legalissues owned by FMSF. She also handles all Social media platforms of FMSF

Other areas of responsibility include designing and printing of Brochures and other material published by FMSF. She also Manages the Client database of FMSF. As a support in admin, she plays a vendor management role wherein she deals with all the vendors and manages Imprest