

# RENU ARORA



## Sr. Specialist IT & Operations

Renu has been associated with FMSF for over two decades and is now holding the position of a Sr. Specialist IT & Operations.

She holds a Bachelor's degree in Commerce, along with professional qualifications in Computer Science (MCA) and Business Administration (MBA) with a specialization in Finance from Indira Gandhi National Open University. She is a Microsoft Certified Professional in .NET.

As an experienced IT professional, Renu is responsible for troubleshooting technical issues and providing comprehensive support to employees and system users. She plays a key role in implementing and ensuring compliance with the organisation's Data Protection Policy across all departments.

Her primary area of responsibility includes maintaining and updating organisational website and other specialised websites on FCRA, Income tax and Legal issues owned by FMSF. She also handles all Social media platforms and other online initiatives 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.

In Operations , she plays a vendor management role wherein she deals with all the vendors and also manages office imprest. She is responsible for overseeing operational functions and ensuring smooth day-to-day operations.