

# 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.

She is an IT professional responsible for troubleshooting computer issues and providing technical support to employees and other system users. She is also responsible for implementing the organisation Data Protection Policy and ensuring it is adhered to throughout the organisation.

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

She also coordinates in designing and printing of FMSF's publications. She supports in office management systems & procedures.