

**RINKU AMLANI**

**Email:** [amlanirinku@gmail.com](mailto:amlanirinku@gmail.com)

**Mobile:** 9822785312

Mumbai, Maharashtra

Available for Remote / Work-From-Home Roles

---

### **Career Objective**

Dedicated and disciplined professional seeking **remote part-time or full-time online opportunities** such as **data entry, form filling, content writing, or virtual support work**. With a strong background in **commerce and human resources**, I bring excellent communication, accuracy, and time-management skills to deliver quality results under flexible schedules — without compromising professionalism.

---

### **Educational Qualification**

- **PGDM in Human Resources Management** – NMIMS, Mumbai
  - **Bachelor of Commerce (B.Com)** – University of Mumbai
- 

### **Key Skills**

- Excellent **Written & Oral Communication**
  - **Data Entry and Documentation Accuracy**
  - **Training & Development** and **Soft Skills Training**
  - **Content Writing** and Presentation Skills
  - Strong **Organizational** and **Time Management** abilities
  - Proficient with **MS Office, Google Workspace**, and **Online Data Platforms**
  - Fast learner with a professional, task-focused approach
- 

### **Professional Summary**

- Over **5 years of combined experience** in administration, communication, and HR functions.

- Successfully delivered **training, report preparation, and content documentation** tasks within tight deadlines.
  - I am skilled at handling **online projects** and **remote collaboration tools** such as Google Sheets, Docs, and communication apps.
  - Committed to maintaining **data confidentiality**, accuracy, and reliability.
  - Open to flexible work hours and quick-turnaround assignments.
- 

### **Preferred Roles**

- Data Entry Operator / Form Filling
  - Remote Office Assistant
  - Online Typing / Transcription
  - Virtual HR / Admin Support
  - Content Writer / Blog Assistant
- 

### **Availability**

- Flexible Hours | Remote Work Only | Immediate Joining
- 

### **Why Hire Me**

- ✓ No supervision needed – disciplined & self-driven
- ✓ Excellent language and typing accuracy
- ✓ Professional ethics and timely delivery
- ✓ Quick learner with adaptive mindset
- ✓ No investment required from employer side