

AISHWARYA LAKSHMI

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SUMMARY

Motivated and adaptable professional eager to contribute to a dynamic team. I offer strong learning capabilities and a commitment to hard work to drive success. Committed to deliver high quality and enhancing operational efficiency.

WORK EXPERIENCE

Invigilator (MTOE - Multi-tasking Operation Executive), Awign Agency 2025

- Executed operational task efficiency, supporting the seamless execution of examination process as a Multi-tasking Operation Executive
- Oversaw student verification and registration processes, ensuring compliance with institutional policies and maintaining data integrity.
- Facilitated a conducive examination environment by monitoring students and addressing any issues to uphold academic integrity.

Office Staff, SSA Agency 2025

- Executed diverse office tasks, enhancing operational effectiveness through organised data entry and administrative support.
- Collected and analyzed critical data, driving informed decision-making across agency.
- Leveraged Microsoft Excel and other Office applications to streamline billing and data accuracy.

Office Data entry clerk, Law Firm 2024

- Performed data entry tasks with high accuracy, ensuring the integrity of case information.
 - Collected and organized sensitive legal documents to streamline office operations.
 - Maintained electronic and physical filing systems, ensuring easy access to critical records.
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EDUCATION

Bachelor of Science - MPC (Mathematics, Physics, Chemistry) 2021 - 2024 81%

St. Joseph's degree college

- Library club member
- Extracurricular Active
- Best Story Writer Prize
- Best Story Teller Prize

Intermediate - MPC (Mathematics, Physics, Chemistry) 2019 - 2021 81%

St. Joseph's junior college

- Extracurricular Active

8.5

ZPH High School

- Extracurricular Active
- Kabaddi Team Captain
- Main Speaker/Anchor
- Best Girl Prize (Overall Efficiency)

ADDITIONAL INFORMATION

Project: Musicon Website - Web development Internship

- Back end developer
- User friendly offline music player

Languages: English, Telugu

Certifications: Web development, Employability skills, Space day (Quiz) certificate, Koushal - 2018 Appreciation certificate, Computer Course completion

Awards/Activities: Best Writer Badge (OWL)

SKILLS

- Advanced proficiency in Microsoft Office Suite, including Excel, Word, and PowerPoint, for effective document creation and data analysis.
- English fluency (Written and Verbal)
- Data entry accuracy rate - 89%
- Typing speed - 39 wpm
- Intern of Web development

