**T.DHANA LAKSHMI** **Email Id :** dhanat\_gtr@yahoo.co.in **Mobile:** +919159089011

No:2/541,Indra Gandhi Nagar,

Basthi (Vill), Hosur,

Krishnagiri Dist-635109

**Objective:**

•To build a career in a well known business enterprise to enhance my quality, skills, knowledge and technique for the betterment of this enterprise.

•Eagerness to learn and improve myself in everyway possibilities.

**Education**

•M.B.A Adhiyamaan College of Engineering, Hosur Anna University 2009

•B.Com M.G.R arts & science college, Hosur Periyar University2007

**Experience**

**RICE MMS** Thally, Hosur. **From May 2015 – Till Date**

Account Assistant cum Admin Assistant

**As Accounts Assistant**

* Fee collection from parents and depositing cash in bank.
* Updating bank statement in tally, printing receipts, payments and documenting the same.
* Documentation of accounting papers, and important certificates.
* Maintaining cash, Star health insurance (follow up), Phone calls from parents and suppliers.
* Updating Provident Fund software & follow up.
* Preparing salary registrar
* Bills checking & payments of bills.
* Receiving & replaying mails.
* Preparing quotation for new purchase order.
* Bank re-cancellation and other bank related works.

**As admin assistant**

* Maintaining individual student’s profile along with project.
* Arranging interviews & meetings.
* Preparing MOA & AOA.
* Documentation of original certificates of staff.
* Maintaining attendance of staff.

1. Documentation of Leave application & Leave details of every individual staff.
2. Maintaining Inward – Outward Register.
3. Attending Phone Calls, checking & responding to Mails.
4. Updating Students & Staff details in NIIT Software.
5. Documentation of teacher’s profile, CBSE Files, Students documents.
6. Preparing & Issue of certificates, income tax exception letter, TC to the outgoing students.
7. Admission Process i.e., issue of issue of application, assessing the students by giving test.

**Agri Hills Farm Estates India Private Limited**  **(2009 – 2011)**

**Accounts assistant**

* Payment of Salaries, Maintaining attendance registrar.
* Issuing maturity bonds, maintaining banks accounts with ledger.
* Updating tally entries and everyday activities.
* Documentation of accounting papers, bonds etc.
* Maintaining petty cash.
* Bills checking & payments of bills.
* Answering Phone calls from clients.
* Receiving & replaying mails.
* Preparing quotation for new purchase order.
* Documentation of leave details for every individual staff.
* Maintaining inward & outward registrar.

**Co-curricular activities & Hobbies**

* Presented a paper on UNION BUDGET 2008 @ DOMS –ACE, Hosur
* Organized Trade fair 2008 & Management club, in inter college held at Adhiyamaan college of Engineering, Hosur.
* Certified in yogic studies from Bihar Yoga Bharati
* Reading, Knitting, Traveling, Gardening, Listening to music, Playing shuttle, Cooking.

**Skills and strengths:**

* Excellent grasping capability and understanding the concepts clearly.
* Ability to adjust to the situation.
* Sense of Responsibility and a very hard and smart worker.
* A Self-motivated & confidence to commitment with work.
* Quick and Continuous learner.

**Project Detail**

**Mini Project Title:** “A Study on functional areas of reliance money”

* Analysis: A Study on Functional Areas of Reliance Money..
* Duration : One Month,

**Main Project Title:** “A Study on Profitability Analysis of Indian Banking Sectors

* Analysis : A Study on Profitability Analysis of Indian Banking Sectors
* Duration: 45 days,

**Personal Details :**

**Date of Birth** : 14-07-1986

**Father’s Name** : G.Thyagaraj

**Sex**  : Female

**Nationality**  : Indian

**Marital Status** : Single

**Languages Known** : English, Tamil, Kannada, and Telugu.