

# CURRICULUM VITAE

## Career Objective:

I want to work in challenging environment where I can improve my professional growth and contributing myself for the growth and success of the organization and be functional expertise to be a part that team.

## Educational Qualifications:

- **B Sc (Computers)**  
Sri Prathiba Degree college, Sullurupet,  
Under Vikrama Simhapuri University  
Year of Passed -2018  
**Marks Secured – 85% (First Class)**
- Board of Intermediate Education (MPC)  
Sri Prathiba Junior College, Sullurupet,  
Year of Passed – 2015  
**Marks Secured – 85% (First Class)**
- Board of Secondary Education  
ZPP High School, Sullurupet  
Year of Passed – 2013  
**Marks Secured – 80% (First Class)**

## Work Experience:

1. Working in the contract of MM Enterprises under the subcontract of M/s PEL at SDSC SHAR (ISRO), Sriharikota from Feb'21 – Till date.

## Major Responsibilities:

- Verification of personal files of newly joining employees of PEL.
- Verification of M/s PEL Monthly bills.
- Filing of papers in files and maintaining the records of PMO.
- Intimating all technical meetings information to various facility incharges.
- Typing of Production Documents.
- Typing of casting programme letters and other office letters using MS-Word.
- Typing Power point presentation for meetings.
- Verification and updating of entry permit list in MS-Excel.
- Supervising of logistic services on Casting / Final mixing days.
- Checking indent as per check list. Rechecking of basis of estimation format of Rs. 1,00,000 /- above indents.
- Verification and updating check list of purchase indents.
- Collecting log sheets form various facilities for preparing production documents.
- Typing of monthly highlights and monthly status report of SPAG and Unit-2, SMPC.

## A. LAVANYA

**Contact:** +91-7337541984

## **Mail ID:**

[adepudilavanyashar198@gmail.com](mailto:adepudilavanyashar198@gmail.com)

## **Technical Skills**

- MS WORD
- MS Excel
- MS Power Point
- OS: Windows 10 Pro / XP

## **Strengths**

- Innovating new ideas
- Communication skills
- Quick grasping power
- Effective and strong

**2. Worked as Data Entry Operator in Public Relation Office at SDSC SHAR(ISRO), Sriharikota from Aug'2018 – Nov'2020.**

**Major Responsibilities:**

- Preparation of all types of entry passes in PRO section.
- Office support like dispatch and photocopying of documents.
- Properly tracking the usage cartridges of printers and continues follow up was done.
- Word processing and editing of documents using MS-Office Package.
- Receiving of mail box from Chennai GH and dispatching the same accordingly.
- Operation of photocopier and fax machine.
- Verifying police certificate for ID Cards.
- Making entries in inward and outward registers.
- Checking mails for entry permits requests, transportation & accommodation.

**Personal Details:**

Full Name	: ADEPUDI LAVANYA
Fathers Name	: A. MUNI REDDY
Mothers Name	: A. PARVATHI
Date of Birth	: 05 <sup>th</sup> June, 1998
Marital Status	: Married
Gender	: Female
Languages Known	: English and Telugu
Interest & Hobbies	: Reading books, Watching TV and Internet browsing
Permanent Address	: H. No: 14, C L Colony, Sriharikota, SPSR Nellore (dist.), Andhra Pradesh-524124.

**Declaration:**

I hereby declare that above information furnished is true to the best of my knowledge.

Place: SRIHARIKOTA

Date: 18-09-2023

**(A. LAVANYA)**