

# Lakshmi S M

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## QUALIFICATION

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- **Pursuing Master of Business Administration** with 72% in Visvesvaraya Technological University
- **Graduated in BCOM** with 73% from Bangalore University, From 2020
- **Diploma** in Government Polytechnic with 73% from Chintamani in 2018
- **SSLC** with 69.54% from Govt girls high school, Chintamani in 2015

## SKILLS:

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- Knowledge of operating systems like Windows.
- Typing speed: 35 words per minute in both English & kannada.

## Experience summary:

Employer	Designation	From Date	To Date
Bharath Electronics Limited	TAPP	27 JUNE 2018	14 NOV 2018
Directorate of Municipal Administration	Executive Assistant	25 JAN 2019	16 JAN 2020
Karnataka Power Transmission Corporation Limited	DEO	01 JULY 2021	31 DEC 2021

## Directorate of Municipal Administration, Bangalore

Executive Assistant, Jan 2019- Jan2020

- Participated in Swachh Survekshan 2020 Regional Workshop
- For maintenance of data dependent cases regarding Solid Waste Management
- Shared knowledge with team on Swacchha Bharath Mission regarding IHHL
- Attended in Collection and transportation of Wet and Dry waste segregation programs
- Involved in the process of question and answer in Legislative Assembly and Legislative Council Session
- Participated in software and websites drive regarding Land and maps approval scheme.

## **Bharath Electronics Limited, Bangalore, KA**

Training as Technical Apprentice, June 2018- Nov2018

- Overall 6 months of experience in SAP
- Involved in Financial Accounting at Central Finance
- Experience in Book keeping, Journal entries, Ledgers etc.
- Involved in regular discussions with Accounts officers regarding defects.
- Working closely with the team members of the project and maintaining proper coordination to ensure smooth flow of the project.
- Strong team player to find defects in SAP against requirements Specification.

## **Karnataka Power Transmission Corporation Limited**

Data Entry Operator, July 2021- Dec 2021

- Overall, 6 months of experience
- Worked in Finance department, Chintamani branch
- Experience in Book keeping, Journal entries, Ledgers etc.

### **CERTIFICATION**

Certification On	Board/ Institute	Level	DATE
Kannada typewriting	Karnataka Secondary Education Examination Board	Junior Level	July 2017
Diploma in Computer Application	NICT	Basics	22 May 2016 to 21 Oct 2016
Digital marketing	SkillUP by Simplilearn	Basics	March 2022
Quiz on Consumer Empowerment	Department of Consumer Affairs	Quiz	March 2022
Dekho Apna Desh Webinar: "Hoysala & Jain Temples of Karnataka"	Ministry of Tourism	Webinar	March 2022
Analytics of things (AOT)	GIBS Business School	Webinar	April 2022
TCS iON Career Edge- Young professional	tcsioN	Course	October 2022
Vendor Management in Supply Management	tcsioN	Course	November 2022
Risk Management in Financial Services	tcsioN	Course	November 2022
Telephone Etiquette	tcsioN	Course	November 2022

### **DECLARATION:**

I **LAKSHMI SM**, hereby confirm that the information provided by me is true to the best of my knowledge and belief.

**Place:** Chintamani

**(LAKSHMI SM)**

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