**LALITHA SEETHARAMAN**

[Lalitha.seetharaman@gmail.com](mailto:Lalitha.seetharaman@gmail.com)

**US Citizen, permanently disabled, use walker to walk**

D13/05, Platinum City Flats, Yeshwanthpur, Bangalore, India-560022

Will change address and phone number later, Cell Phone-91-9945505879/7349264137

**Computer Skills**: Advanced MSOffice user and MS Visio user, JavaScript, HTML, C, C++, SQL, Oracle, Java, SAP and Power Point for client presentations, SDLC, Heavy exposure to 20 different Internal systems **Other skills:** Deep TM1 experience**,** Balance Sheet, GL Maintenance, Auditor, well versed in using Android based SW tools, Proficient in conversing with any level of management

**Linkedin profile:** <https://www.linkedin.com/in/lalitha-seetharaman-0a1a441/>

**Education**

**Drexel University, Philadelphia, PA Mar 2015-2020**

MS in Information Systems- Secured an admission into Masters in Information Systems in Drexel University, Philadelphia, USA Based solely on BSc GPA of **3.31**.

**Course work in Masters:**

Info-Systems Analysis and Design 2019

Web Systems and Architecture-2017  Human-Computer Interaction-2017

US Govt Information-2016 Introduction to Database Management-2016

Foundations of Info Systems-2015  Software Development-2015

**Work Experience Continued…**

**Hagerty Library, Drexel University Print Assistant** **Mar2015-Oct 2015**

Helped students with any printing or access issues.           Fixed printing queries and general printer errors.

Handled Printer Technicians efficiently.                                    Took Directions from the Printer Manager.

Reported floor happenings and events to the in charge. Logged in shift hours on Drexel’s time

Loaded papers into various University printers and checked for paper and ink cartridge quantity.

## *Car Accident NJ, USA, Disabled July 2005-2015*

Was in a 4-month coma, air flown to Texas Neuro Rehab in Austin, TX from Capital Health System NJ. For ten years underwent rigorous PT, OT and ST in Philadelphia to recover from Brain Injury through Moss, St. Mary’s Medical center in Langhorne, PA and Lawrenceville, Neurology Center, NJ.

**WORK EXPERIENCE: AUDITING AND ANALYST EXPERIENCE:**

**KPMG LLP Philadelphia, USA Audit Associate-Risk Advisory Services External Audit Team 2004-2009**

***Performed SOX or Sarbanes Oxley testing and possess skills to sift through large amounts of data by querying, sql or simple looking****.*

Worked as a member of **Risk Advisory Services team**

1. Lead auditor, constantly checked financial yearly sales report
2. Ensured all sales processes followed GAAP standards
3. **Reported Audit findings** to the engagement manager and worked with team members by querying and reading large sets of client data by debating or questioning its validity daily using our electronic channels for our own communication AND prepared reports
4. Evaluated financial and information systems, of the respective client. Recommended controls to ensure system reliability and data integrity
5. Examined records and interviewed workers to ensure recording of transactions and compliance with local laws and regulations
6. Inspected account books and accounting systems for efficiency, effectiveness and use of (Gaap) generally accepted accounting procedures to record transactions

**Bristol Myers Squibb, Plainsboro, Plainsboro, NJ**

**Financial Analyst** **2002-2004**

* Worked in the finance department, supporting the CFO.
* Maintained daily drug sales for the finance department accounts using TM1 as the OLAP tool
* Performed bookkeeping, made Journal Entries and reconciled various accounts to General Ledger maintained electronically every day
* Kept track of customer’s complaints and suggestions on the BMS consumer database
* Attended regular finance related monthly sales and IT meetings
* As a team, decided to implement SAP as an ERP tool for drug sales and customer complaints
* Learnt the different SAP AR modules

**Bristol Myers Squibb, Plainsboro, NJ**

**Technical Analyst Intern**                                              **2001-2002**

* Worked in the Information Technology/IT department providing IT support to Finance department
* Tracked, resolved and reported all IT issues to management
* Escalated problems appropriately to management

**Comcast Business Communications Center City, Philadelphia**

**Business Analyst-Intern 2000-2001**

* Answered the phones, observed and learned the cable business expanding from existing cable to telephone customers.
* Monitored the Saville-billing system and used Turbo Integrator for Provisioning
* Provided quality assurance on IT components by testing for efficiency to management
* Learnt and worked on the different modules of SAP

**Drexel University, Philadelphia, PA, USA** Bachelor of Science in Information Science and Technology    **March 2003**

**Volunteer St Mary’s Medical Center Langhorne, PA                                                                                                                   Dec, Jan 2011**

Database manager for the volunteer office

**Chandler Hall**

**Newtown, PA                                                                                                                                  Apr 2010**

* Taught yoga to elders (15) in Chandler Hall.

**Honors and Awards**

* Deans’ scholarship, MSc Student, 2015-2020
* Best Resident Dr. Training as a patient-Penn Medicine 2016
* Dean’s List, Drexel University-2001 and 2000
* Received A.J. Drexel Scholarship from 1999-2003 in BS