**CURRICULAM VITAE**

**K LAKSHMI SHILPA**

**Madhuranagar**

**Yousufguda**

**Hyderabad. Mobile No: 8106165537**

**Mail id:-** **shilpa.kesanapalli@gmail.com**

**Career Goals and objective**: I consider my career goals to be reflection of my confidence of my abilities and would invite any opportunities that can explore not only my educational qualification but also provide me the form to further enhance my knowledge and experience.

***Technical:***

* Lower Grade in English Shorthand **(80W.P.M)**
* Higher Grade in English Typewriting(**120W.PM)**
* Lower Grade in Telugu Typewriting(**80W.P.M)**
* Secretarial practice

***Computers:***

* NCFM COURSE : **CAPITAL MARKET**
* Packages : Ms-Office
* Data Base : Oracle, MS Access
* Languages : ‘C’
* Operating Systems : MSDOS & Windows 95/98/2000 & Unix
* Accounting Package : **Tally, FOCUS**

**WORKED in HDFC BANK from January 19th 2012 till Aug 25th 2013 as**

**Mis co-ordinator - Back end Operations executive:-**

* Maintaining **MIS** of focus
* Taking logins from all the sales managers on a daily basis
* Downloading certifications from the website on a daily basis which will be uploaded from Bangalore team as to what are the logins which are certified on a daily basis
* Noting down the certifications. Preparing a seperate sheet of the details like login date, company name, cheque no & amount etc
* Downloading from the website total calls and also follow-up calls of the sales managers.
* Drawing a pivot table as to how many calls are done by each **SM’s** and also follow-up calls on daily basis
* Updating insurance details every day on a recognized format
* Preparing format of Depletion statement every month on a recognized format
* Entering day wise balances up to date. Finding out average daily balances
* Preparing overall statement as to how many accounts have gone in to Depletion and how many accounts are in safe side
* Dropping a mail to every **SM** overall depletion statement
* Preparing **MIS** statement of Depletion & activation
* Preparing self sheets on a monthly basis and also review sheets

Worked in pyramid softsol as a it recruiter for 9 months

* Sourcing candidates through various job portals such as monstor naukri etc

. Scruitizing resumes interacting with the candidates

Screening the resumes based on technical skills

Meeting req of clients at a short notice

Coordinating and scheduling of candidates

Maintaining records of all candidates

Follow up with selected candidates to confirm doj

Worked on technologies such as javab.net c linux and unix

**WORKED IN INDIAINFOLINE AS EQUITY ADVISOR FROM June 5th 2009 Till Nov 7 2009**

* Calling to the Clients those who are in-active since many days every day and finding out the reason for not trading since long time
* Giving Suggestions as to what to buy and sell.
* Mapping the clients to the terminal after making inactive clients to the active clients and giving good service to the clients regarding stocks according to the feedbacks and suggestions given by our research team
* Guiding clients on trading strategies.
* Placing buy orders and sell orders on behalf of clients
* Putting pay-in and pay-out request for the customers
* **WORKED IN IBSN COMPANY AS TAX ANALYST on a Contract Basis for six months from Nov 5th 2009 till April 15th 2010**

**JOB PROFILE IN IBSN COMPANY AS TAX ANALYST:-**

* Scheduling appointments with the clients regarding the Tax return
* Taking Interview of the Clients for Filing the tax returns(This including every information relating client place of residence, Job location in us, Job related expenses etc
* Analyzing the Client Filing status
* Giving Suggestions and Solving Queries as to which Filing status has to be filed and solving the queries relating to the Filing of tax returns .
* Filing of Tax returns (finally) for both Federal & State returns. Entering the information regarding the tax notes of clients in **LACERT** and filing of tax notes.
* Reviewing the tax returns which has been filed by **Tax analyst .**

**EXPERIENCE:**

* One year experience as a Commercial **Apprentice Trainee in CMC Ltd**, Tilak Road, Hyderabad. From **2004 Aug - 2005 Aug**

**JOB PROFILE IN CMC LTD:-**

**ACCOUNTS DEPARTMENT:-**

* Preparation of Sales invoices & purchase invoices
* Preparation of Quotations against Tenders
* Handling of all the Employee Salaries, wages, reimbursements bills etc
* Clearing reimbursements of vendors
* Maintaining records of all the Employee details
* To receive and Process all Invoices expense forms and request for Payment
* To deal with Daily Transactions for Petty cash and ensure reconciliations are completed on a weekly basis
* To ensure filing is done in a timely and accurate manner
* Prepare cheques for payment
* Entering the data of information in **ULTIMATIX VERSION**

II) **Customer Support(CS) :-**

1) Handing day to day activities and Queries about the customer problems relating to the system hardware repairs

2) Sending request to the all the **CS** employees who handles and take care of system problems

3) Data entry relating to the customer queries

4) Checking Queries and mails of the customers relating to the problems

5) Sending the modems to the vendors through courier

**III) Trained in Reception**

**Educational Qualifications:**

***Academic:***

* **MASTER OF BUSINESS ADMINISTRATION MBA (FINANCE) from OSMANIA UNIVERSITY in the year 2009**
* **POST GRADUATE DIPLOM A IN BUSINESS MANAGEMENT(HUMAN RESOURCE- HR) from HYDERABAD CENTRAL UNIVERSITY in the** year **2008**
* Graduation in **B.COM** from **Osmania University** in the year **2006**
* **Diploma in Computers & Commercial Practice from SBTET** in 2004 from **KAMALA NEHRU POLYTECHNIC FOR WOMEN**
* **S.S.C** from Board of Secondary Education in **2001.**

**PERSONAL PROFILE:**

Name : **K Lakshmi Shilpa**

Father’s Name : K S R Murthy

Date of Birth : 15th June 1986

Nationality : Indian

Religion : Hindu

Language Known : English Hindi and Telugu.

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

**Place: Hyderabad**

**(K LAKSHMI SHILPA)**