**CURRICULAM VITAE**

**Lakshmi S** Mobile: +919632214044

E-Mail: lakshmi.sraghu11@gmail.com

**Objective:**

Willing to work in challenging and professional environment with exposure in new technologies. A position in a result oriented company that seeks as ambitious and career conscious person, where my skills will be utilized towards mutual growth and advancement.

**Professional Summary:**

* Good understanding on financial management particularly in the area of Account payables.
* Quick learner with ability to adopt and work under stress in jobs demanding productivity, quality and meet strict deadlines.
* Good working knowledge in Microsoft Office and Advanced excel reports, i.e., V look up which is used to prepare reports.
* Keen to learn new tasks and desire to maintain constant touch with latest information in computers and other subjects which would be beneficial for me and the organization.
* Effective team player with good communication & interpersonal skills
* Strong analytical abilities combined with flexible & oriented attitude

**Qualification:**

* Master of Business Administration(MBA Finance ) With 60% from Madras University (Distance education)
* Bachelor of Commerce ( B. COM )With 70% from Bangalore University

**Technical skills:**

Accounting Packages : Tally 9.0 (ERP), SAP.

Operating systems : Windows operating systems.

MS-office : MS-word, MS-Excel, Powerpoint

**Work Experience 1:-**

**Company Name- Agraj Automation,**

**Location- Bangalore,**

**Designation - Admin & Accounts Assistant.**

**Duration – 1.7 years.**

**ROLES & RESPONSIBILITIES:-**

* Preparing Delivery challan and Invoice.
* Filing of VAT
* Preparing the Quotation
* Payment of ESI
* Bank Reconciliation Statement
* Office Maintenance
* Follow up and email correspondences with clients regarding the payment.

**Work Experience 2:-**

**Company Name- Infosys BPO ltd,**

**Location- Bangalore,**

**Designation - Assistant Accountant,**

**Duration – From 20th Jan 2014 till date.**

**ROLES & RESPONSIBILITIES:-**

* Processing of PO & Non PO based invoices as per standard checklist provided by the client.
* Processing Indian invoices and forex invoices
* Validating the invoices & initiating for payment.
* Making payments for Vendor and Employee’s.
* Assigning the work flow to team members on daily basis.
* Preparing MIS Reports like ( Payment due report, Hold Report).

**Achievements:**

* Supervising and training all new joiners in the process
* Achieved the Daily Target as per client requirement
* Received RAMP Award for the Best Performance.

**Personal Profile:**

Name : Lakshmi S

Husband’s Name : Raghu M

Date of Birth : 11-03-1988

Nationality : Indian

Address : #91, F1 Rayasandra village, Jail road, SarjapuraHubli,

Anekal Taluk, Hosa road, Bangalore -100

Languages Known : English, Telugu, Kannada and Hindi

Personal skill : Flexible to work in different environments

Attitude towards learning’s new technologies

Excellence in communication skills

Problem solving skills

**Declaration:-**

I hereby declare that all information mentioned above is true and correct to the best of my knowledge and belief.

Date:

Place: Bangalore (Lakshmi S)