

# **CURRICULUM VITAE**

**P. Lavanya**

**Mobile no: 9347298217**

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## **Career objective:**

**Seeking a challenging career in an organization that provides me an opportunity to demonstrate my skills and improve my knowledge to work for an esteemed organization.**

## **Educational qualification:**

- **MBA (HR) in CSI Pg College (Wesley) from OU University in 2016-2018.**
- **B.sc from Sri Sai Vignan Bharathi College in 2011-2014.**
- **Board of Intermediate from Govt. Junior College in 2009-2011.**
- **SSC from Govt. High School in 2009.**

## **Technical qualification:**

- **Tally Erp:9**
- **Ms-office and basics in Advance excel.**

## **Software skills:**

- **Operating system : Ms office, Tally Erp:9**

## **Strengths:**

- **Quick learner**
- **Hard working**

### Experience:

- Worked in sri sai balaji food and beverages as an accountant in tally Erp:9 for one year experience (2015)
- Worked in khandelwal infratech as a HR recruiter for six months of experience (25.09.2018 to 31.03.2019)
- Worked in vintech computers Pvt Ltd as an HR executive (26.06.2019 to 21.07.20).

### Roles and responsibilities:

- Maintain Ledger book, update daily transactions, update sales and purchases update BRS. (Sri sai balaji food and beverages).
- Short list to the resumes and call to shortlisted candidates and arranged interviews, maintain stationary and files, maintain petty cash. (Khandelwal infratech).

### Roles and responsibilities in vintech computers P.vt Ltd

- Updating cash advances in voucher book and also in excel.
- Attendance marking
- Conducting hurdle meetings for employees.
- Prepare weekly performance report and Sundays roaster
- Add posting for job requirements.
- Screening the profiles from database portals and taking the telephonic round.
- Taking first round interviews.
- On boarding formalities.
- Payroll management.
- Prepare Amc agreements and quotations and GST bills.
- Employee's documentation.

**Personal profile:**

Name	: P.Lavanya
Father's Name	: P.Srinu
Date of Birth	: 23-04-1995
Gender	: Female
Marital Status	: Married
Married Nationality	: Indian
Languages Known	: Telugu, Hindi and English
Religion	: Hindu

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

Date:

Place:

(P.Lavanya)