

RESUME

G.LAXMI SUKANYA

**Al Hamriya,
Dubai.**

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Mobile:0501933121.

Objective:

Aiming to achieve a challenging & successful career where I can make a significant contribution using my innovative ideas, knowledge, skills and experience with the objective of development & growth of the Organization.

Currently seeking for the challenging position to utilize my skills and experience with a growth oriented organization of high repute, preferably in Banking sector.

Proficiency:

Business Development:

- Include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information.
- Organizing and maintaining personnel records.
- Updating internal HR databases.
- Preparing HR documents.
- Organize and maintain personnel records
- Update internal databases.
- Experience with HR software, like HRIS or HRMS.
- Computer literacy (MS Office applications, in particular)

Operations:

- Assisting with the delivery of business and corporate plans for your managing individuals or teams through line management and /or matrix management arrangement as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Performing reconciliations and verification of accounts regarding cash at hand and cash at bank.
- Reconcile and process transactions that are complex in nature.
- Maintain required files, reports and data.
- Reconcile and rectify all ledger accounts belongs to customers.
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Strengths:

- Good knowledge on Human resources and operations consider me as an all rounder
- Ability in handling multiple priorities with excellent interpersonal and communication skills

Employment summary:

- Worked as Senior Officer (Operations)in ICICI BANK Ltd,from Apr 10 ,2016 to Aug 2016.
- Worked as updation of documents in HR Department in I process lmted from Aug 2014 to Jan 2016.

Educational Qualifications:

- Btech(EEE),at Jntu, Hyderabad,2013.
- Intermediate (MPC),at Narayana junior college,2009.
- S S C ,at Sharada Vidya bhavan, Hyderabad,2007.

Personal Profile:

Full Name G. Laxmi Sukanya
Date Of Birth 21-01-1992
Marital Status Married
Languages known English, Hindi, Telugu

Declaration:

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

G Laxmi Sukanya