**RESUME**

# G.LAXMI SUKANYA

**Al Hamriya,**

**Dubai.** **Email:** sukku.laxmi@gmail.com,

 **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.

#  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 lmtd from Aug 2014 to Jan 2016.

#  Educational Qualifications:

* Btech(EEE),at Jntu, Hyderabad,2013.
* Intrermediate (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