

Lavanya Dursoju

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CARRIER OBJECTIVE:

To be a part of an organization where I can get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

Professional Summary:

Currently Working As Junior Assistant in BITS College, Warangal:

- Coordinate office activities and operations to secure efficiency and compliance to organization policies
- Timely filing of electronic and hard-copy documents and maintaining the organization files, records, and confidential data
- Preparation and maintenance of financial records
- Supervising administrative staff and dividing responsibilities to ensure performance
- Submit timely reports and prepare presentations/proposals as assigned

Computer Operator at M/s. Sandhya Rani & Co., Chartered Accountant, and Warangal (Jun, 15 to Dec, 16):

- Manage financial systems and budgets
- maintaining the organization files, records, and confidential data
- Undertake financial audits

Academic Qualification

2017-2019	:	MBA (Finance) from Balaji Institute of Management & Science College, Narsampet, Warangal, with an Aggregate of 70%.
2012-2015	:	Degree (B.Com B&I) from Chaitanya Degree and P.G. College, Hanamkonda, Warangal, with an aggregate of 73%.
2010: 2012	:	Intermediate (Vocational Group GCA) from Andhra Balika Junior College, Warangal, with an aggregate of 83%.
2000:2010	:	S.S.C from Sri Saraswathi Shishumandir high school, Warangal, with an aggregate of 74%.

CERTIFICATIONS:

- Certified in Tally ERP.
- Certification in Typewriting English Lower (30WPM).

Technical Skills

Packages: MS-Word, PowerPoint, MS Excel

Databases: DBMS

Operating Systems: MSDOS, Windows XP, 2003 & 2007.

Academic Project

- Project on “FINANCIAL STATEMENT ANALYSIS” OF ICICI BANK in Warangal.

Strengths

- Adaptable to new environment.
- Self-motivated.
- Quick learner.
- Positive attitude and self-confidence.

Personal Details

Father's Name : Dursoju Shastri
Mother's Name : Dursoju Dhanalaxmi
Date of Birth : 04-07-1994
Marital Status : Single
Languages Known : English and Telugu
Address : 10-7-108, Girmajipet, Warangal, 506002.

DECLARATION:

I hereby declare that all the information provided above is true, complete and correct to the best of my knowledge & belief.

Date:

Place: Warangal

(Lavanya D)