

RESUME



LAKSHMI MADHAVI
41-20/1-7
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OBJECTIVE

Seeking a challenging career, which will utilize my education, experience and help me scale new heights and wish to be a part of the organization where there is ample scope for individual growth as well as organizational growth.

ACADEMIC QUALIFICATIONS

NAME OF THE EXAMINATION	UNIVERSITY / BOARD	YEAR OF PASSING	PERCENTAGE
Bachelor of COMMERCE	from K V Commerce [Nagarjuna University]	2005-2008	69
<i>10+2 in Commerce</i>	from K V Commerce [Nagarjuna University]	2003-2005	73

PAST EXPERIENCE

Organization : Life Insurance Corporation of India
Duration : September 2010 – September 2011
Nature of Work : Direct Sales Executive, Tele Coordination and Sales

PRESENT EXPERIENCE

Organization : Swamy Offset Printers
Nature of Work : Administration and Accounting

Duration :

June 2017 – to till date

COMPUTER & TECHNICAL SKILLS

- **Operating Systems:** Windows 2000, XP
- Exploring and Surfing the Internet.
- Good knowledge in Tally, MS- Office (MS- Word, MS- Excel, MS-Power point).

PERSONAL INFORMATION

Name : Jhansi Lakshmi Madhavi

Date of Birth : 20.05.1988

Languages Known : Telugu, English.

Nationality : Indian

Marital Status : Married

I hereby inform that the above information is true.

Yours Truly

Place:

Date:

(P Lakshmi Madhavi)