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To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service.

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**PROFESSIONAL SYNOPSIS**

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- A performer with total 8 years experience (3 years in accounting functional area & 5+ years as an academician .
- Strong ability to master a situation quickly; A Keen listener, Self-starter, motivated individual with required knowledge of computer operations.
- Believes in open communication and constant improvement.
- Interest and ability to learn new technologies.
- Experienced in handling day to day activities in co-ordination with internal / external departments for smooth business operations.
- A keen communicator with the ability to relate to people across all hierarchical levels in the organization.

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**EDUCATION**

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- ❖ **MBA (2005-2007) with 60% from NOBEL COLLEGE OF COMPUTER SCIENCE ( S V UNIVERSITY) KAVALI.**
- ❖ **B.Com (2002-2004) with 58% from JAWAHAR BHARATHI DEGREE COLLEGE ( S V UNIVERSITY), KAVALI.**
- ❖ **DIPLOMA IN COMMERCIAL COMPUTERS (D.C.C.P) with 60% from GOVT POLYTECHNIC FOR WOMEN (S.B.T.E), NELLORE.**

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**CAREER HIGHLIGHTS**

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Nonember 2017 to till now Working as an **Assistant Professor** in **Mallareddy Engineering and Management Sciences, Kistapur, Medchal.**

December 2014 to December 2015 Worked as a **Finance Executive** in **Sai Sudhir InfraStructures, Banjarahills, Hyderabad.**

June 2010 to December 2013 Worked as an **Assistant Professor** in **PULLA REDDY INSTITUTION OF COMPUTER SCIENCES, DUNDIGAL, HYDERABAD.**

Jan-2008 to Mar-2009 with **SYNERGY ONE SOURCE SERVICES, HYDERABAD** as an **Accounts Incharge.**

May -2007 to Dec-2007 with **Narayana Education Society, Narayanaguda, HYDERABAD** as an **Senior Finance Executive.**

09-07-2003 to 08-07-2004 with **SHAR Rocket Launching Centre, Sriharikota.,** as an **Apprentice( in Accts Dept).**

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**ROLES AND RESPONSIBILTIES HANDLED:**

- Processing of Imprest, Contingency advances, hospital bills, TA bills, Suppliers bills, Electricity Work Bills & Other Miscellaneous bills using COWAA software (Computerized working in Administrative Areas),
- Taking Short Hand dictation and typing in personal computer, Maintenance of office files& registers, operation of pc using MS- Office (Power Point, Word, Excel).
- Assisted the Procurement department in compilation of requirements of Hostel equipment, Air conditioners, computers , Iron Racks, Beds, Books of the Narayana Branches.
- The requirements sent to vendors for submitting the quotations for supply.
- Calling the vendors for better price negotiations with future requirements, vendor discounts basing on volume and payment terms etc.
- Arrange for the issue of purchase order and co-ordination for the receipt of items at Branches. As per equipment installation and proper working condition arranging the payments to vendors, on the basis of delivery challans through finance department.
- Responsible for Maintenance of General Ledger, Debtors Ledger, Creditors Ledger & Assets.
- Maintenance of General Ledger & Cash Book.
- Payment to vendors as per Purchase order.
- Accounting of inventory
- Accounts closing & Financial statement preparation
- Worked on Tally software package.

## **ASSIGNMENTS / PROJECTS**

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**Title** : A Study Of Overseas Allocation Practices

**Organization** : Internship at **SAP LABS India Pvt. Ltd**, White-fields, Bangalore

## **SOFTWARE EXPOSURE**

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Packages : Ms-office, Excel,

Languages : C

ERP :Foxpro, Tally, SAP SuccessFactors(Employee Central),

## **OTHER EXPOSURES**

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- **English Short Hand Lower**
- **English Type writing Higher**
- **Telugu Type Writing lower**

## **PERSONAL DETAILS**

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Full Name : N. Lakshmi Deepti

DOB : 15-05-1984

Marital Status : Married

Languages Known : English, Hindi & Telugu

Address For communication : Flat no 304, Maheshvari Nilayam, Road no 3, Sri Balaji Nagar Colony, Medchal, Telangana 501401.

