Curriculum Vitae

Lavanya. K

Email: lavanya.radhakrishnaan@gmail.com / lavanya.rk11@gmail.com

Phone: 8129414523

CAREER OBJECTIVE

Associating with a professional organization, which offers a challenging career, values individual contribution and provide opportunities for continuous growth and advancement.

WORK EXPERIENCE

1. **EKYA Schools,** ITPL (Bengaluru) as Accountant (Sept'15 - Sept'16)
    - Handled the school accounts - Tally ERP
    - Salary process for the staff of school & PU college in same campus
    - All types of receipts, payments & miscellaneous expenses.
    - PF & ESI process & maintaining financial statements.
    - Handled Admin & Admission activities also
2. **KLAY Schools**, (Gurgaon) as Front Office Executive (Aug'12 - Oct'13)
    - Front office duties
    - Day to day accounts
    - Assisted in monthly Profit and Loss A/c
    - Assisted the internal auditors

ACADEMIC QUALIFICATION

- MCA - Lovely Professional University (Pursuing)
- M.Phil. (Management) - Alagappa University (2010)
- MBA (HR & Finance) - Ethiraj College for Women, Chennai (2004)
- BCom - Seethalaksmi Ramaswamy College, Trichy (2001)

CERTIFICATION

- HR Management & Analytics - AMITY Future Academy
- IIJT Complete Accounts using Tally Software

PERSONNAL INFORMATION

- Marital Status - Married
- Address - Saravanampatti , Coimbatore