



# SREE LEKSHMI M S

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Sex Female | Date of Birth 13 November 1993 | Nationality Indian

Passport No. M8879754 | Visa Status On Visit (Oct 9 to Jan 3)

## PREFERRED JOB WORK EXPERIENCE

June 2019 – July 2020

### HR, ADMIN, OPERATIONS AND ACCOUNTS

#### ASSISTANT AUDITING MANAGER

for a CA firm with State Bank of India, Kollam

- Handling Bank Concurrent Audits checking compliance of NPA Norms, checking Revenue Leakages, Documentation, Verification of Cash and other securities, etc. and related matters.
- Checked whether validation by authorized persons are available in the application form, loan documents and KYC documents are available as per the RBI and Indian Bank Associations guidelines.
- Looking after accounting functions and effective controls and setting the tone for a vigilance internal audit to preclude the incidence of serious errors and fraudulent manipulations.
- Ensuring that transactions are not dealt with in routine but in adherence with the systems and procedures laid down
- Adhere to laid down systems, procedures and safeguards
- Overseeing Transaction or decisions are within the policy parameters laid down by the Head Office, they do not violate the instructions or policy prescriptions of the RBI, and that they are within the delegated authority and in compliance with the terms and conditions for exercise of the delegated authority

Jan 2018 – April 2019

#### OFFICE ADMIN

Innere Solutions, Kochi

- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.

- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

## EDUCATION

2017 **MBA Human Resources**

**Rajadhani Business School, Kerala University**

2014 **Bachelors in Computer Applications (BCA)**

**CHMM, Kerala University**

## PROJECTS

*'A Study on the Impact of Employee Perception on HR Practices'* with special reference to **HEDGE FINANCE**, Kochi

*'A Software on Smart Parking System in Metropolitan areas'*

## INTERNSHIP

**HR Intern**

**Chakra Communications, Thiruvananthapuram**

## CERTIFICATIONS

Certificate in **Microsoft Office Specialist**

Diploma in **International Financial Reporting Standards**

## PERSONAL SKILLS

- Managing processes
- Promoting process improvement
- Staffing
- Delegation
- Supervision
- Reporting skills
- Interpersonal skills
- Supply management
- Inventory control

## LANGUAGES

**Malayalam**

Native

**English**

Full Professional Proficiency

**Hindi**

Working Proficiency