

Lekha

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## OBJECTIVE:

Seeking for a challenging opportunity to execute my core managerial and sales skills towards the professional growth of organization.

## PROFESSIONAL EXPERIENCE

Company Name : **Cognizant**

Position Title : Office Manager Industry : Information Technology

Duration : June 2015 - Present

## Roles & Responsibilities:

* Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
* Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
* Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
* Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
* Completes operational requirements by scheduling and assigning employees; following up on work results.
* Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
* Maintains office staff by recruiting, selecting, orienting, and training employees.
* Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Contributes to team effort by accomplishing related results as needed.

## Achievements:

* + Best Team management award for Q1 and Q3 2016.
  + Always stood first in the stack ranking.

Company Name : **Amazon** Position Title : Admin Officer

Industry : Information Technology

Duration : Oct 2013 – May 2015

## Roles & Responsibilities:

## Tracking Budget Expenses,

## Staffing, Quality Management,

## Managing Processes,

## Organization, Coaching,

## Communication Processes,

## Disciplining Employees,

## Motivating Others, Promoting

## Process Improvement, Reporting Skills

## ACADEMIC CAREER

* B.tech in computer science and engineering from St. Mary’s College of engineering and technology, affiliated to Jawaharlal Nehru Technological University, Hyderabad, from 2009 to 2013.
* Board of Intermediate from Sri Chaitanya Junior Kalasala, Hyderabad from 2007 to 2009 with 70.2 %.
* Passed SSC from Vedic vidyalayam high school Hyderabad from 2006 to 2007 with 75%.

## ACADEMIC ACHIEVEMENTS:

* Participated in the science fair conducted in my school and won the 1st prize for illustrating a “Careless Hospital”.
* Won 1st prize in elocution competition.
* Participated in a seminar conducted for CSE and IT branches and won the 2nd prize and there were around 300 people.
* Participated in a technical fest and won the 1st prize for a PPT presentation. **Project:**
* Title of the project: Educational Multimedia Server
* Abstract: The main aim of this project is to develop a database to an educational institution for which students and teachers can access the database and can view photos, videos, ppt’s, pdf’s and can have an online exam also. There are three modules admin, faculty and the student.

## CORE COMPETENCIES:

Managerial Skills, Presentation skills, Client Relationship Management, Interpersonal Skills, Continual Learning, Oral Communication, Written Communication, Problem Solving, Team Building, Influencing/Negotiating.

## LANGUAGE PROFICIENCY:

* English, Hindi and Telugu.

## Personal details:

Date of birth : 31.08.1991

Sex : Female

Marital Status : Married Nationality : Indian

Visa Status : Dependant.