



SRI LAKSHMI K

LEASE ADMINISTRATION NEW ASSOCIATE – ABSTRACTIONS

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OFFICE: Chennai, India

EDUCATION

- Anna Adarsh College for Women, *Bachelor of Commerce in Corporate Secretaryship*

Sri Lakshmi K serves as a Lease Administration New Associate – Abstractions for Mohr Partners, Inc. In this role, she is responsible for extracting and organizing vital details from lease agreements to maintain accurate and well-structured records.

Sri Lakshmi earned her Bachelor of Commerce in Corporate Secretaryship from Anna Adarsh College for Women. She gained practical experience as a Computer Assistant at Jayam Success Solution, where she supported government service delivery, handled billing and invoicing, and managed administrative operations. She also completed an internship with ZF Commercial Vehicle Control System India Ltd in the HR Department.

Her skills include MS Office, time management, customer service, and HR process knowledge. She has certifications in accounting (Tally, MS Excel, QuickBooks), business and marketing, and soft skills development.