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**CURRICULAM VITAE**

SWATHI

SWATHI.335238@2freemail.com

**OBJECTIVE**

I am extremely motivated and striving for a career in which I can achieve a high standard of success. I am initiative and prepared to work smart to attend my goals. I am ambitious willing to learn and grow on the job.

**A BRIEF OVERVIEW**

* A dynamic professional with **2years** of solid experience in Accounts& Finance.
* Well versed with Accounting Packages of Tally, Focus,& Wings, Peachtree.
* Energetic with High personal integrity
* Propensity to learn new things

**STRENGTHS**

* Smart Work
* Positive Attitude
* Desire to Learn
* Good Communication Skills

EDUCATIONAL PROFILE

* Master Of Business Administration M.B.A (Finance) from India (65%) 2010-2012 Osmania University.
* Bachelor of Commerce (B.Com) from Siddhartha Degree college, India (65%). 2006-2009 Osmania University.
* Intermediate Commerce (CEC) from Pranathi Junior College, India (82%). 2004-2006 Board of Intermediate.
* SSC from Jyothi Bala Mandir High School, India (65%). 2004.

**COMPUTER SKILLS & TECHNICAL SKILLS**

* Proficient in MS office (Word,Excel,Power point)
* Type Writer Lower Qualified

**ACCOUNTING PACKAGES**

* Tally E.R.P, Focus, Wings
* GULF PACKAGES – Peach Tree, Quick Books

**WORK EXPERIENCE**

* Worked as an Accountant (Receivables/Payables) in Venkateshwara Marketing (Poultry feeds & Supplements) from May-2012 to June-2014 in India.

**Responsibilities:**

* Handling of Collection Cash & Petty Cash for Whole Branch
* Maintaining of Payroll details of the Branch Employees.
* Documentation of Vouchers, Challans & Invoices
* Daily check of open items in Accounts Payables sub-ledger and ensuring clearance of all items.
* Provide support and documentation for daily payment proposals to ensure 3rd party suppliers and associates are paid as per the payment terms.
* Assisting in month end closing
* Rigorous Follow up on payments
* Verification of sales with sales register
* Bank postings & Reconciliations
* Maintaining of Books of Accounts of the clients

**PERSONAL DETAILS**

Date of Birth : 21-09-1988

Nationality : INDIAN

Marital Status : Married

Language Known : English, Hindi, Telugu

Visa Status : Husband’s Visa