C**urriculum Vitae**



Madhu

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**PROFIL SUMMARY:**

* Experience in an administrative, finance, or human resources role.
* **Admission and Registration Procedure , Co-ordinate with Parents explain them about the course /Faculty / Testimonials / Benefits of the Institute .**

**Support the Management in all task, Student support.**

* Support to the **HR**  on ad-hoc tasks and projects.
* **Assist in planning of events and meetings.**
* **Schedule department meetings.**
* **Greet and assist all employees.**
* **Handle confidential documents and information.**
* **Possess general accounting, Payroll, co-ordination skills.**
* Skills to process invoices for payments to vendors.
* **Preparation of VAT Tax Invoices.**
* Proficient in drafting ,emails, letters, and other official documents.
* Supervised construction staff and deal with employee issues.
* Negotiated **quotations** from contractors & supply of materials and obtained best price for the company.
* Reviewed **purchase orders** conversing with supervisors, and site engineers.
* Improved accounts payable functions for construction expenses.
* Monitored **Company expenses and Directors** tour expenses.

**EDUCATION:**

**MBA Finance** from Osmania University. India - Telangana, Hyderabad.

**Bachelor Degree B.A**. in 2015 from Dr.B.R.Ambedkar Open University-India

**SSC from St. Ann’s High School**, in 1986 - Telangana, Secunderabad.

**PROFFESIONAL SKILLS:**

Administrator (Staff Payroll, Recruitment process) Document Controller, Maintaining Books of Accounts Manually & Accounts Receivable / Payable, Petty Cash, Secretarial Skills, VAT Invoice Processing, and Clerical works TALLY ,MS WORD,EXCEL.

**WORK HISTORY:**

1. **July 2010 to May 2016.**

**with Dr B.R. Ambedkar Degree College as Accounts Administrator** with team of

more than 100 personnel’s. Recognized by UGC, Affiliated to Osmania University

Hyderabad – INDIA. **(salary drawn 35000/-Indian rs )**

* Working under the Principal of the Institute. Handling various responsibilities

and co-ordinate the running of the entire office admin and systems.

* Attending to important phone calls, e-mails, and other communication/correspondence. filing of various documents.
* Coordinating various appointments and meetings, greeting visitors and clients.
* Making travel and hospitality arrangements. Various office admin responsibilities.
* Banking and coordination of utilities and vendors.
* Making sure office operations run as efficiently
* **Admission and Registration Procedure , Co-ordinate with Parents explain them about the course /Faculty / Testimonials / Benefits of the Institute .**

**Support the Management in all Clerical Works.**

* **Assist in planning All Extra Curricular Activities / Events and Meetings. Maintain Students/Parents Relationship environment**
* Expert in Accounting/Administration ,HR, works in recruitment of Staff.
* Maintenance of document Controlling of Staff Personal files, Service Registers, Wages , Attendance and EL leave account.
* Assistance in **Internal / Government External Audit.**
* **TALLY AR / PR maintaining.**
* Maintaining **petty cash receipts,** vouchers, preparing summary sheet.
* Preparation of monthly financial statements.
* Review, Checking & Booking of journal vouchers on monthly basis.
* Mentored Administration works **in Payroll, Fixation, Promotion, Arrears, Leave Encashment, Pension & Retirement Statements.**
* Preparation of State Government financial reporting & Budget for Governments staff.
* Visiting Government Department for Submission/Approval of Annual Budget for the Permanent Staff.

1. **July2002 to Sep 2008** (**salary drawn 28000/- Indian rs)**

**with FUSIONCOATIINGS CHEMICALS LTD,INDIA as Accounts Administrator**

* Experience of handling Administrative, Secretarial, and clerical duties.
* **Handling Petty Cash Book, Payroll, monthly Filling Returns to PF/ESI.**
* Volunteered on-site and off-site construction activities.
* **Preparation of VAT Tax Invoices.**
* Proficient in drafting reports, emails, letters, and other official documents
* Managed Scheduled all material delivery to site
* Supervised construction staff and deal with labor issues on sites.
* Negotiated **quotations** from contractors & supply of materials and obtained best price for the company.
* Reviewed **purchase orders** conversing with supervisors, and site engineers
* Improved accounts payable functions for construction expenses.
* Monitored **Company expenses and Directors** tour expenses.

1. **Aug 2000 to March 2002 (Salary drawn 18000/- Indian rs)**

**with as FAIRMATE - CONSTRUCTION & CHEMICALS LTD., INDIA –**

**PUNE as Accounts Administrator and Secretarial Roles**

* working directly with Managing Director. Handling various responsibilities and co-ordinate the running of the entire office admin and systems.
* Attending to important phone calls, e-mails, and other communication/correspondence. filing of various documents.
* Coordinating various appointments and meetings, greeting visitors and clients.
* Making travel and hospitality arrangements. Various office admin responsibilities.
* Banking and coordination of utilities and vendors.
* Making sure office operations run as efficiently
* Handling Cash/Bank, Receivable / Payable accounting and Payroll. **VAT Invoices and suppliers Bills.**
* Managed Scheduled all material delivery to site
* Mentored Administration works and Payroll and all **Clerical works.**
* **Corresponding with Suppliers**.

**EXTRA ACTIVITIES:**

### Participation in One-Day National Seminar on “Human Rights” held on 18th March

### 2017 in Dr.B.R. Ambedkar College, Hyderabad.

### PERSONAL INFORMATION:

Date of Birth : 12th Dec 1968

Nationality : Indian

Gender : Female

Marital Status : Married

Languages Known : English, Hindi and Telugu.

Driving License : Two & Four wheeler - India

Reference : Available on request

Visa : Visa valid **18/04/2018**

Certificate : Degree Certificate Attested

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Thanking you madhu**