

RESUME

Janga Divya

Phone No: 9700077274

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Objective

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

Experience Summary

- Presently working in Wipro Private Limited as Senior Associate in Accounts Receivable.
- 2 Years of experience in Hinduja Global Solutions in Accounts Payable.
- Well versed with various stages of the accounts receivable as well as payable process.
- Currently associated with **Accounts Receivable process**.
- Possesses strong analytical, problem solving, multitasking and strategic planning skills.
- Good domain knowledge in accounting.

Skills Summary

- Business Process Tools - MS Excel, MS Word, MS Power Point
- Programming Languages: **C, C++**

Educational qualifications

- ❖ Bachelor of Commerce in St Pious X Degree & P.G College for women, HMT Nacharam, Hyderabad .
- ❖ MEC(Mathematics, Economics and Commerce) in Sri Gayatri Junior College Habsiguda. Hyderabad
- ❖ 10th in St.Venus High School, Chilkanagar, Uppal, Hyderabad

Award and Recognition

- ❖ Top Gun Award - For achieving 100% in performance
- ❖ Extra mile Award - For achieving higher targets
- ❖ Mahindra Pride Skill training Award

Personal details

Name	:	Janga Divya
Sex	:	Female
Date of Birth	:	6 th November 1998
Father's Name	:	J.Krishna Reddy
Marital Status	:	Married
Nationality	:	Indian
Hobbies	:	Miniature craft making, Music, Cooking
Languages Known	:	English ,Telugu and Hindi.
Address	:	H.No. 2-21-90/A, Chilkanagar Uppal Hyderabad 500039

Declaration:

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief.

Janga Divya

Date: