


G. Keerthi Sindhu

MBA (Finance and Human Resources)

Sr. Accountant

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 9-47-14, Kothapet, Vijayawada-520001.

Experiences

Sr. Accountant – BABU M & ASSOCIATES – Vijayawada – (Nov-2016 to Till date)

- VAT Sale Tax Filing
- Income Tax Returns Preparation and E filling Returns
- Finalizing Balance Sheet & Trading Profit and Loss accounts of Various Companies, Proprietorship Clients, Partnership Firms.
- Goods and Services Tax (GST Company Registration, Returns filling)
- Tally Operator (System Operating)
- Accounting Works in Tally
- Maintaining of ledger copies (Payments, Receipts and Bank Reconciliations)

HR Assistant – HETWIK GLOBAL HEALTH SERVICES – Vijayawada – (Feb-Oct-2016)

- Analysing the requirements of organization, it includes franchise, staff recruitments, Infrastructure and travel schedules at various locations.
- Maintain good contacts with the existing Franchise and take the feedback from companies for further developments.
- Make the coordination with various departments. Like district in charge and other district HR, account department and management.
- Effectively supported HR Management for recruiting area wise.
- Provided outstanding Executive Recruiting and Management services by developing search specifications, launching numerous sourcing strategies to fill positions, and providing weekly status and activity reports to management.

Skills

Professional

- Time management
- Analytical thinking
- Confidence with numbers
- Team Organising
- Communication

Technical



Achievement

- Successfully completed project work on “WORKING CAPITAL” with the duration of 60 days in Krishna District Milk Products Mutually Aided Co-Operative Union limited .

Summary : Working Capital is used to cover all of a company’s short-term expenses, including inventory, payments on short-term debt and operating expenses. Basically, working capital is used to keep a business operating smoothly and meet all its financial obligations within the coming year. Working capital is also called net Working Capital, is simply the difference between a company’s current assets and current liabilities.

Education

⇒ **ANDHRA UNIVERSITY** – Sir C. R. Reddy Women's College Vatluru – 2013-2015

MBA (Finance And Human Resources) – 83.10%

⇒ **KAKATIYA UNIVERSITY** – Priyadarshini degree & P.G college Kothgudem – 2010-2013

BCom (computers) – 70.00%

⇒ **BOARD OF INTERMEDIATE EDUCATION** - Sri Chaitanya Junior College – 2008-2010

M.E.C – 79.70%

⇒ **SECONDARY SCHOOL CERTIFICATE** - Jaikisan E.M High School – 2007-2008 – **50.00%**

Hobbies

- Craft works
- Cooking
- Movies / Music

Personal info

Father’s Name : G Venkata Ramana

Mother’s Name : G Nirmala

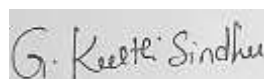
D O B : Sep-1991

Marital Status : Single

Languages Known : English, Telugu

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes my qualifications, my experience and me.



Place : Vijayawada

Date : 26.04.2023

G. Keerthi Sindhu