

RESUME

YELLE SADWINI

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Mobile:9398624817

CAREER OBJECTIVE:

To secure a position in a reputable organization where I can apply the knowledge and skills gained during my MBA program and gain practical experience in various business functions.

EDUCATION QUALIFICATION:

COURSE	SCHOOL/COLLEGE / UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA (HR)	RG Kedia college of commerce	2022-2024	69%
Degree (B.Sc.)	RBVRR Women's college	2019-2022	79%
Intermediate	Abhyaas junior college	2017-2019	89%
SSC	Sri Siddartha E/M High School	2016-2017	87%

TRAININGS:

- I took training & have end to end knowledge on Procure to Pay cycle and Accounts Payable
- I have knowledge on quotation, Purchase Order, Goods Received Note, Invoice, Debit memo and Credit memo.
- Ability to do invoice validation and invoice processing by 2 way and 3-way matching between PO, GRN and invoice.
- Have good subject knowledge on basic accounting like journals and ledgers.
- Ability to understand the transactions between supplier and organization/Customer.

TECHNICAL SKILLS:

MS Office (Word, Excel, Power point, Outlook)

STRENGTHS:

- Hard Working.
- Punctuality.
- Good communication skills.
- Able to understand and learn process quickly.

HOBBIES:

- Playing badminton.
- Listening Music.

PERSONAL DETAILS:

Name	: Yelle Sadwini
Father Name	: Yelle Santhosh
Gender	: Female
Date of Birth	: 25-12-2000
Languages	: English And Telugu
Nationality	: Indian
Permanent Address	: 3-6-38, Shanthi Nagar, Sircilla, Dist: Rajanna sircilla-505301

DECLARATION:

I am glad and honored to submit my resume to your esteemed organization. I assure you that, If I am provided with a job I will work hard for the benefit of the company and I will prove myself to your satisfaction.

Place: Hyderabad

Y.Sadwini

Date:

Mobile: 9398624817