

## CURRICULUM VITAE

**M.Priya**

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### Objective

To be part of a professional organization where my strengths & positive energy can be Channelized towards the common goal of the company's and self-growth. Accomplishing all tasks entrusted to me sincerely, developing higher ability by enhancing my skills in and networking relationships and thereby making way for upliftment of the company and establishing a bright career prospect in the Department of Finance & Accounts.

### Academic Details

COURSE	INSTITUTION	Stream / Specialization	YEAR OF PASSING	% OBTAINED
S.S.L.C	Morning Star High School	-	2003	50.72
P.U.C	Basaveshwara First Grade College	Commerce	2005	60%
B.COM	Basaveshwara First Grade College	Finance	2008	60%

### Additional Qualification:

- Computer course in office management
  - Word
  - Excel
  - Powerpoint
  - Internet
- Tally Financial Accounting Program (Version 9)

### Experience:

Organization / Company	Period	Nature of Work
Karnataka State Womens Development Corporation Jaynagar Bangalore.	Feb 2009- Sep 2009 Contract Basis.	AccountsAssistant Cum Data Entry Operator.
Vee Technologies Vasanthnagar Bangalore(BPO).	Oct 2009 – June 2010.	Payment Processor for UK based accounts project.
Quality Enterprises, Vijaynagar Bangalore.	Feb 2011 – June 2011.	AccountsAssistant.
SPFU (TEQIP) – Directorate of Technical Education	Aug 2014 – 15 <sup>th</sup> December 2017 (Outsourcing)	Computer Operator / Assistant.

### Roles/ Responsibility:

- Responsible for vendor invoices postings, verification.
- Preparing Reconciliation Statements
- Creation of Debit and Credit notes
- Tracking of Creditors Aging and reporting the same on daily basis
- Day to Day reporting of work
- Regular follow up with customers by E-mail
- Maintaining and updating the process documentation

### Achievements:

- Appreciated as Best performer of Team in the training period.
- Appreciated for the commitment towards process adherence

### STRENGTHS

- Self Confidence
- Quick Learner
- Punctual and Disciplined

### Personal Profile

Husband Name: Manjunath.V  
Date of Birth: 06.08.1987  
Gender: Female  
Nationality: Indian  
Marital status: Married  
Languages known: English, Kannada, Tamil.



**Address:** #119, 5<sup>th</sup> main road okalipuram bangalore – 21.

**Declaration**

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

**Date:**

**Place:** Bangalore

[Priya.M]