

# VISHWESHWARI BUCHALA

## PERSONAL DETAILS

1-38-1615, Indiramma Nagar, Rasoolpura, 500003 Hyderabad  
airpula.vishu45@gmail.com, 7981882976  
Date of birth: March 27, 1990  
Gender: Female  
Nationality: Indian  
Civil status: Married

## EDUCATION

<b>MBA</b> SIMACS, Hyderabad Specialization in Finance and Marketing	Aug 2011 – May 2013
<b>B.COM</b> Vasundara Degree College, Hyderabad Bachelors of Commerce	Jun 2008 – May 2011
<b>CEG</b> Atomic Energy Junior College, Hyderabad	Jun 2006 – Apr 2008
<b>Central Board of Secondary Education</b> Atomic Energy Central Schhol	Jun 2005 – May 2006

## EMPLOYMENT

<b>Accounts Executive</b> Vertico Bpo Pvt Ltd, KPHB, Hyderabad <b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>Creation of PS Court duty creations, Pro formas posting of LFI, AGFS, send mails to the Fee earners about the reference numbers.</li><li>PS Billing, Court duty billing, Preparing CRM 7 finding out evidences for CRM 7 in document section</li><li>Uploading emails in indigo Court and client attendance notes and Representation orders and IPC.</li><li>Drafting letters to clients about outcome, recording time entries of counsels and PS, Court duty files.</li><li>Posting of Disbursements and cancellation of disbursements, Posting of invoice.</li></ul>	Jun 2021 – Jan 2023
<b>Jr. Consultant (Marketing)</b> ECIL, Hyderabad <b>Roles and Responsibilities</b> <ul style="list-style-type: none"><li>Bills preparations, raising DC &amp; sending the mails to customers, follow up the payments from the customers &amp; Maintaining Invoice register.</li><li>Preparing the quotations &amp; the cost estimates. Drafting the letters, preparing gate pass, &amp; preparation of Excise Book while dispatching the goods to the customer</li><li>Conducting the Tender Review Meeting &amp; Contract Review Meeting Preparing monthly wise SD, Sales &amp; Collection Statements.</li></ul>	Apr 2014 – Nov 2015

## SKILLS

Microsoft Office

Investment Banking

Capital Market

Derivative

## LANGUAGES

English

Telugu

Hindi

## HOBBIES

■ Cooking

■ Travel

## PROFILE

Highly organized and motivated Account Executive with a demonstrated track record of building relationships with clients, developing successful sales campaigns, and managing teams of account managers.

## CERTIFICATES

Certification Program in Investing Banking Program

Edu bridge India

Areas Focused:

Financial Planning, Capital Market, Derivatives, Ratio Analysis, DCF, Mutual Fund, Money Market, Foreign Exchange, Cash equities

Jun 2023