

# CURRICULUM VITAE

## Personal Info:

### Name

Hemalatha. V

### Address

# 11, 10th Cross,  
Muneshwara Block,  
Mahalakshmi Layout,  
Bangalore-560086

### Mobile

9743384266

### email

hemamurthy0508@gmail.com

### Skills

Presenting

Communicating

Organising & Colaborating  
Voluntarily

### Interests

Voluntary works

Singing

Reading books

### Languages

English

Kannada

Hindi

Telugu

## Objective

Intend to build a career with leading corporate of good work environment with committed & dedicated people . Seeking a challenging & responsible position in a dynamically progressing organization wherein my skills and knowledge can be optimally used and contributed for the development of self and organization served.

## Professional Summary

An Enthusiastic Accountant professional with good practical knowledge in Tally, Microsoft office, ERP, FX Plus Accounting, Practise league Uberall solutions

## Professional Training

Completed the corporate practical oriented training with hands on experience in HR Generalist areas covering – Core HR Areas, Advanced Excel Reports, P.F., E.S.I & P.T, Payroll Processing, TDS, Tax Planning for Employees, CTC designing.

## Education & Qualifications

Bachelor of Commerce (2008) from Bangalore University.

Pre -University(2005) from Aurobindo College, Bangalore University.

SSLC(2003) from Reddy Jana Sangha High School, Koramangala

## Professional Skills

Jan 2014 to March 2016

Worked as Accountant and HR Admin at

Twenty First Century Techno Products Pvt Ltd.,

April 2016 to November 2019

Worked as Senior Accountant in Aarna Law (Law Firm)

## References

Kavitha V

HR Admin

953853919

Nirmith S

HR Admin

9742702010