**Kiran Mai Katta**

**6302990552**

[**Kiranmai.katta@gmail.com**](mailto:Kiranmai.katta@gmail.com)

**Summary**

* Worked as Associate HR
* Worked as Teacher

**Education**

* MBA Finance from Sai Sudhir PG college, OU 2009-2011
* B.Com computers from RGR Siddhanthi Degree college, OU 2004-2007
* Intermediate from RGR Siddhanthi Junior College, 2002-2004
* SSC from Keyes High School.

**Professional Skills**

* Word processor: MS Word
* Spread sheet: MS Excel
* Accounts packages: Tally 7.2
* Net working: Windows NT, Internet, QuickBooks

**Professional Experience**

**Samyu Technology Consultants (India) Pvt. Ltd**

**Associate HR 2007-2008**

* Reporting to Manager – HR & Administration. Having with following responsibilities:

Time sheets tracking, Invoicing (through online QB), Updating of new purchase order details, preparing public files, Maintaining Cashbooks, Vouchers, Employees data, Pay slips.

**Stanley Girls High School**

**Teacher 2017-2019**

* Have worked as Primary School teacher and taught to 1st to 4th standards.
* Have taught occasionally to kindergarten kids as well.
* When in need have worked and helped at Administration.