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| **Deepika Yeddula**  Email ID: deepikareddy6291@gmail.com Contact No.: +91 8754873958,9445980942. |
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| **Profile Summary**   * Excellent understanding of business administration and marketing. * Ability to teach Income tax, Accounting, Business Laws, Business Economics.   **Computer Knowledge**   * MS office. * Quick Book-Accounts Receivables * Knowledge in SAP FICO Module   **Employment History**  Worked as an **Accounts Receivabless Exeecutive** in Miracle Software Systems Inc. Visakhapatnam since July 2014 to August 2015.  **My Roles of this Job:**   * Maintaining the billing system Quick books * Collecting time sheets from the clients and generating invoices as per the AOA of the respective project.Sending it to clients * Follow up the client for the payments. * Maintaining the Accounts Receivables Files and Records. * Manage the Weekly Cheque Run. Record all Cheques and post payments. * Bank Reconciliation in Quick Books * Maintaining Excel Sheet for the Record and preparation of Reports.   Worked As an **Assistant Professor**,PRIST(Deemed University),Kalpakkam for the Department of Commerce June 2017 to June 2018  **Education**   * MBA in Finance & Marketing from Andhra University.( June 2012-June 2014) * B.COM. from Andhra University.(June 2008-June 2011)   **Personal Details**  **Name :** Deepika Yeddula  **Address :** 607 SEMBARTHI , DAE Township, Annupuram, Kancheepuram District,  Tamil Nadu – 603127 |