**CURRUCULUM VITAE**

**P. SNEHA LATHA**

H.No.29-1502/17,

Kakatiya Nagar,

Neredmet, Cell: 8885546492, 9505116403

Secunderabad – 500 056. E-mail:[**snehalatha6492@gmail.com**](mailto:snehalatha6492@gmail.com)

**PROFILE:**

I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy and hardworking.

**EDUCATIONAL QUALIFICATION:**

* **MBA ( Finance) (2013 – 15)**

KGR Institute of Technology & Management, Hyderabad.

* **Bachelor Degree in Commerce ( B.COM) (2010 – 13)**

St.Ann’s Degree College, Hyderabad.

**EXPERIENCE:**

**Garden of Eden Property Developers Pvt. Ltd. Aug 2019 to present**

**Accounts Executive**

* Accounts Receivable & Payable
* Salaries payrolls, ESI and PF
* TDS Filling
* GST Filling
* IT Filling(Individuals)
* Bank Reconciliation

**Godavari Plasto Containers Pvt Ltd, Hyderabad**

**Sales coordinator Dec 2016 to Sep 2017**

* Preparing Invoice, COA (Certificate of Analysis), Waybill.
* RG1, Raw material records.

* Maintains Monthly Sales Register and Ledger Book.
* Maintains Party Ledger and Mails sent to the Vendor for Payment.
* Involving in preparation & Filling of Monthly Maintain Waybill Register, C- Form Register and Applying Way bills & C- Forms also.

**Delonix Healthcare Pvt Ltd, Hyderabad**

**Jr. Accountant/Receptionist April 2015 to Nov 2016**

* Making Quotations & Purchase order and sales entry in Tally.
* Making Monthly Reconciliation in tally with Bank Statements.
* Data Entry in excel and tally cash & bank vouchers entries.
* Preparing of statements like Creditors list, Purchase list.
* Vendor Payment Details and taking necessary documents.

**PROFESSIONAL SKILL**

* MS-Office, Tally 7.2 & 9.0, Focus.6

**STRENGTHS**

* Discipline
* Patience
* Hardworking nature

**HOBBIES**

* Watching Music Channels

**PERSONAL DETAILS:**

Name : **P. SNEHA LATHA**

Husband Name : P. Sai Kiran

Date of Birth : 06-04-1992

Gender : Female

Nationality : Indian

Religion : Hindu

Marital Status : Married

Languages known : English, Hindi & Telugu

**DECLARATION:**

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

Date:

Place:

(**P. SNEHA LATHA**)