**K. PREMA**

**Mobile:** + **(**+91) 9966306566 **E- Mail:** prema.malugu@gmail.com

**To work in continuous learning environment to enhance my career prospects while making optimum utilization of my skill-set.**

***Experience*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accounts Payable:**

**June 2014 - July 2015 For DuPont client**

* Efficiently process vendor invoices and maintain up-to-date system
* Open and assign new vendor accounts
* Coordinate approval process of all account’s payable invoices
* Balance batch summary reports for verification and approval



***BRIEF OVERVIEW*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **M.B.A (FINANCE)** from **Bharat Institute of Engineering & Technology, RR District** with zeal to excel.
* Capable at grasping new technical concepts quickly and utilizing it in a productive manner.
* Acquired knowledge of new methods, technology & industry trends while undertaking projects.

**Strengths:**

* An analytical mind with the ability to think clearly and logically.
* Ability to organize, prioritize and manage work tasks and follow up in timely manner
* Ability to work accurately, systematically and pay attention to details.
* Quick learner and energetic.
* Excellent spoken & written communication skills, problem solving skills.



***ACADAMIC DETAILS*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **M.B.A (FINANCE)** from **Bharat Institute of Engineering & Technology, RR District** in 2012.
* **DEGREE (BCOM)** from **Kasturba Gandhi Degree College** in 2009.
* **Class XII** from **Nalanda junior** **college** in 2006.
* **Class X** **from GANDHIAN HIGH SCHOOL** in 2004.



***ACADEMIC PROJECT*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Project: WORKING CAPITAL MANAGEMENT

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**Scope:** Funds required for short term purposes or day by day expenses are working capital. It refers to part of firm’s capital required for financing short term or current assets. It is a qualitative concept, which indicates the firm’s ability to meet its operating expenses and short-term liabilities. It maintains solvency of business, it helps in creating and maintaining goodwill. Working capital is required to provide credit facilities to the customers, for the purchase of raw material and to meet selling cost and to maintain the inventories of raw material, work in progress, stores and spares and finished stocks.



***IT SKILLS*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Operating System: Windows till date
* Office: MS Office (Power point, Word, Excel) and Share point



***Hobbies*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* *Listening to music*
* *Playing indoor games*



**EXTRAMURAL ENGAGEMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Awarded as college best student.
* Actively participated in cultural activities in our college.



***PERSONAL DOSSIER*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Date of Birth : 28/11/86
* Address : 8-7-179/1,Samathanagr, Oldbowenaplly
* Languages known : English, Hindi & Telugu.