**HR & Finance**

**BEJJALA GOWTHAMI**

E-mail: [gowthamibejjala2@gmail.com](mailto:gowthamibejjala2@gmail.com) Cell: +91 9959354501

**Objective:**

Accomplished Finance and Accounts Executive with demonstrated ability mission-critical results Innovative accounting professional experienced in high-volume, multi-unit, retail and business operations. Desire a high-level position in a professional corporate environment.

**Key Skill**

* TALLY ERP 9.0
* Ms.Excel

**Work Experience:**

Working in **Kosher Tissue Products Pvt Ltd. Sep 2019 to March 2020**.

**HR ASSISTANCE**

* Scheduled candidate’s interviews.
* Managed and administered all pre-employment assessments to prospective candidates.
* Assisted with new employee on-boarding and ensured all pre-employment forms were properly completed
* Managed company organizational structure, roles, responsibilities and staffing levels.

**Accounts department**

* Accounting in Tally 9.
* Updating of books of accounts in Tally (Data Entry of Sales, Purchases, Receipts, Payments, Cash and Bank Book etc.)
* Bank Reconciliation
* Managed Accounts Payables & Receivables.
* Preparing Vouchers and feeding the same into tally
* Cross check the manual vouchers & bills with tally
* Deals with cash and bank transaction
* Deals with third parties’ payment with proper verification of bills etc.
* Checking and Issuing Invoices to Our sales force
* Preparing sales and Purchase registers on monthly basis
* Bank and Party Reconciliation Statement preparation
* Internal Auditing.
* Handled work related to monthly billing and sales reports.

**Preparation of various reports**

* MIS reports in MS Excel (related to Accounts & Inventory).
* Performance reports for the portfolio for the given period of time in MS Excel
* Weekly reconciliation report.

**ACCOUNTING & RECONCILIATION**

* Accounting for the transactions purchase/ sales done on daily basis.
* To co-ordinate with all Creditors & Debtors for reconciliation purpose.

Working in **Archimedis Laboratories Pvt Ltd.** In Purchase and Accounts Section from June **2015 to Aug 2019.**

**Purchase Department**

* Prepared purchase orders solicited quote proposals and suggested course of action for procurement of requisitions for materials.
* Reviewed, entered, and maintained manual and computerized records of purchase requisitions and mechanical data, items purchased, costs, schedule of deliveries, vendor performance.
* Notified Department heads regarding the status of incoming shipments.

**Accounts department**

* Accounting in Tally 9.
* Updating of books of accounts in Tally (Data Entry of Sales, Purchases, Receipts, Payments, Cash and Bank Book etc.)
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* Internal Auditing.
* Handled work related to monthly billing and sales reports.

**Preparation of various reports**

* MIS reports in MS Excel (related to Accounts & Inventory).
* Performance reports for the portfolio for the given period of time in MS Excel
* Weekly reconciliation report.
* Inventory Reports.

**ACCOUNTING & RECONCILIATION**

* Accounting for the transactions purchase/ sales done on daily basis.
* To co-ordinate with all Creditors & Debtors for reconciliation purpose.

Worked as **EDGE Co-ordinator** in **Gelivi’s Venkateswara Vidyalaya** at **TATA Interactive Systems**. From **Sep 2014 to June 2015.**

**Responsibilities**

* To motivate the schoolteachers to use the Software.
* To conduct refresher training for the schoolteachers.
* To update the school server with all the new content and Software features.
* For all technical and content related issues can report to the Technical Manager & Academic Manager.
* Are Usage and Call log Reports and discuss the same with the school management & Company Management (TIS) at the end of the month.

**Education Qualifications**

* M.B.A.in Finance and HR at K.V.Subba Reddy College.- 2018
* Bachelor’s Degree in B.Com (Computers) at Sri Rama Krishna Degree College – 2014
* Intermediate (C.E.C) at Rao’s Junior College - 2010.
* S.S.C in Vijayavani High School - 2008.

**Personal Details:**

Name : Gowthami Bejjala

Father Name : B.NARASIMHULU

Date of Birth : 30thMar 1992

Sex : Female

Nationality : Indian

Language : English, Telugu

Address : 2-42-1/4, Gowthami nagar, Chanda nagar, Hyderabad

**Declaration**

 I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above-mentioned particulars.

**Date:**

**Place: (B.GOWTHAMI)**