

# RESUME

## BIJJA RENUKA

Markandeya Nagar, Shapur Nagar,  
Gajularamaram, Jeedimetla,  
Hyderabad-500055  
E-mail: raynubja9@gmail.com  
Mob: 9010159761

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## Accounting & Procurement Process

Having one year experience in Supply Chain Management

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## EDUCATION

### M.B.A-Master of Business Administration (main emphasis on Finance)

#### (Osmania University)

Pulla Reddy Institute of Computer Sciences (PRICS) at Gummadidala 2019-2021, secured 61% marks.

### B. Com-Bachelor of Commerce

#### (Osmania University)

Bhagyaradhi Degree College at IDPL, secured 72% marks.

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## PROFILE

- Maintaining all the business-related accounting activities i.e., reviewing, preparing and issuing bills & invoices. Compiled general ledger entries in Tally with maximum accuracy.
  - Reviewed and processed invoices, sales tax and purchase orders, ensuring the accuracy of the data.
  - Competent and dynamic professional with rich and varied exposure of both Accounting and Procurement activities.
  - Extensive knowledge of procurement trends, practices, products and quality.
  - Ability to inculcate and exhibit both the purchasing & sales methods and procedures.
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## Core Competencies

- Managing Accounts
  - Vendor relationship
  - Team Management
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## PROFESSIONAL EXPERIENCE

- RAY ANALYTICAL TECHNOLOGIES 01.09.2020 to Till Date.  
(Sales Office- Near UMCC, Gajularamaram)
- FLEMING LABORATORIES  
Worked as a Accounts Trainee for about 8 months.

## DEPARTMENTAL SUMMARY

- Entering invoices & cash bills by maintaining the day book in Tally. All the accounting entries and vouchers are entered in a timely manner.
- Responsible for working with our Marketing team for specials, mailings and offers to promote and ultimately selling products to our customers.
- Responsible for Sourcing, Negotiating and Contracting, Order Processing, Material Planning, Procurement & Payment Functions flow in Team.
- Keeping vendor files accurate and up-to-date to expediate payment processing.
- Addressing the mails for inquiries received, sending quotations for their requirements and assisting them in case of further queries.
- Having Knowledge in ERP systems.
- Timely Checking the Quotations and Communicating with vendors if any.
- Maintain good relationship with vendors & looking over queries & solving.

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## SOFTWARE EXPOSURE

- Well versed with MS Excel, MS Office & other applications.
- Well versed with Tally ERP9 Accounting Software.

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## PERSONAL TRAITS

- Good Communication and Interpersonal skills.
- Goal Oriented and also have Zeal to learn new concepts.
- Team Work and ability to work under pressure.
- Adaptable to any kind of work environment.

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## PERSONAL INFORMATION

<b>Name</b>	: Renuka Bijja
<b>Father's Name</b>	: Shankaraiah.B
<b>Date of Birth</b>	: 14-11-1996
<b>Permanent Address</b>	: 5-86, Markandeya Nagar, GR Road, Jeedimetla,Hyderabad-500055.
<b>Language Proficiency</b>	: English, Telugu & Hindi.
<b>Interests</b>	: Listening to Music

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

Place:  
Date: 24.09.2021

Signature  
(Renuka.B)