**RESUME**

**BIJJA RENUKA**

Markandeya Nagar,Shapur Nagar,

Gajularamaram, Jeedimetla,

Hyderabad-500055

E-mail: raynubja9@gmail.com

Mob: 9010159761

**Accounting & Procurement Process**

# Having one year experience in Supply Chain Management

**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.



**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.



**Core Competencies**

• Managing Accounts

• Vendor relationship

• Team Management



**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.



**SOFTWARE EXPOSURE**

⮚ Well versed with MS Excel, MS Office & other applications.

* Well versed with Tally ERP9 Accounting Software.



**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.



**PERSONAL INFORMATION**

**Name :**  Renuka Bijja

**Father’s Name :** Shankaraiah.B

**Date of Birth :** 14-11-1996

**Permanent Address** : 5-86, Markandeya Nagar, GR Road, Jeedimetla,Hyderabad-500055.

**Language Proficiency :** English, Telugu & Hindi.

**Interests** : Listening to Music

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

Place: Signature

Date: 24.09.2021 (Renuka.B)