

## RESUME

Potati Jyothi

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### Summary:

An MBA (HR) graduate with around **11 ½ Years of experience** as **Accountant and Income Tax GST Returns filing, Call Center Executive, Recruitment, Data Entry Operations and Home Tuitions.**

### Profile Summary:-

- ✚ A professional with **11 ½ years** of experience as **Accountant, Recruiter, Data Entry Operations and Home Tuitions** with expertise in identifying candidates.
- ✚ **09 months** of experience in **Accountant, Purchase Entries, Sales Invoices, Payment Entries, Cash Entries etc., in Tally Prime Data, Purchase Orders, Work Orders, Tally Prime Entries, Income Tax GST Returns filing and maintenance of office works.**
- ✚ **06 years** of experience in **Data Entry Operations** and as well as admin work.
- ✚ **03 years** of experience as a **HR Recruiter in Bharatmatrimony.com.**
- ✚ **1 ½ years** of experience as a **Call Center Executive.**
- ✚ **I use to teach home tuitions since 2006 when I am studing my Intermediate onwords. After completing my studies also while working taught home tuitions till 2018.**
- ✚ Competitions to hire top talent, cold calling, sourcing online databases and social media sites, job sites, contact lists, networking and also optimizing use of employee referrals
- ✚ Having qualitative experience in end to end recruitment process.
- ✚ Identifying the available position according to the organizations objective and formulating and implementing recruitment and selection strategies to attract talent.
- ✚ Capability to short-list right candidates as per the requirement.
- ✚ Strong in Internet surfing in understanding the technology before jumping into the requirement.
- ✚ Detailed validation techniques to map right candidate for right position.
- ✚ Good understanding of salary structures and Negotiations with selected candidates.
- ✚ Ability to work in a multitasking environment handling multiple assignments at a time.

### Current Experience:-

1. **Company Name: Surabi Constructions as Accountant**  
**Duration: NOV 2020 to till date**  
**Designation: Accountant**

### Roles & Responsibilities:-

- ✚ Accountant, Purchase Entries, Sales Invoices, Payment Entries, Cash Entries etc., in Tally Prime Data, Purchase Orders, Work Orders, Tally Prime Entries, Income Tax GST Returns filing and maintenance of office works
- ✚ Handling Tally Data and maintaining records. In Tally we can maintain Sales, purchases and payments. It also supports GST features. We can keep maintain Ledger accounts.
- ✚ Working on GST Portal
- ✚ Keep maintaining records of the office in a proper manner
- ✚ Working in the Portals of PF & ESI

- ✚ Maintaining Income Tax records
- ✚ Maintaining Salaries of the employees
- ✚ Any other work assigned by the higher authorities

### Previous Experience:-

- 2. Company Name: Revenue Department, Outsourcing Employee (Government Department).**  
**Duration: Oct 2014 – Oct 2020**  
**Designation: Data Entry Operator**

### Roles & Responsibilities:-

- ✚ Entering Data Entry Operations, typing work what ever the higher authorities has directed to do.
- ✚ Typing Court Cases data in the government web sites.
- ✚ Entering Land Bank details in government web site.
- ✚ Handling Meeseva Operations.
- ✚ Handling caste, income certificates etc in the meeseva website details.

- 3. Company Name: BHARATMATRIMONY.COM**  
**Duration: JUNE 2011 to APRIL 2014**  
**Designation: HR Recruiter**

### Roles & Responsibilities:-

- ✚ Handling internal requirement & client coordination
- ✚ Managing the complete recruitment life cycle & a team for sourcing the best talent from diverse sources.
- ✚ Expertise in Contract and Permanent Hiring, Contract to Hire Staffing for clients as well as internal hiring.
- ✚ Experience in working for Junior to senior level positions.
- ✚ Responsible for handling entire process of recruitment & selection.
- ✚ Interacting with the Internal Manager to solve staffing problems as well as regarding their requirements and keeping them updated on the progress.
- ✚ Mass mailing & Advertise jobs on the portals like Naukri, Monster.
- ✚ Coordinating with the Interview panels for interviews of shortlisted candidates. Till Candidates on boarding we do continuous follow-up.

- 4. Company Name: DAIL ME GURU**  
**Duration: JAN 2010 to MAY 2011**  
**Designation: Caller Center Executive**

### Roles & Responsibilities:-

- ✚ Its an one stop shop solutions company.
- ✚ Calling to the clients which the company has given the data and explaining the over all details to the clients to buy their packages.
- ✚ Calling to the clients and explaining the details to the clients and letting them to take their package.

## **STRENGTH**

- Good analytical skills and comprehensive problem solving ability.
- Strong communication, interpersonal, analytical and technical skills.
- Positive attitude and enthusiastic in teamwork.

## **ACADEMIC QUALIFICATION:**

<b>COURSE NAME</b>	<b>NAME OF THE INSTITUTION</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE</b>
MBA	CSI Institute of PG Studies	2018	CGPA 6.33 %.
B.Sc(Computers) with MPC	Kasturba Gandhi Degree College, West Marredpally	2011	58.50 %
Intermediate ( M .P.C)	Maharshi Vedha Vigyan Maha Vidhayalaya, Begumpet	2007	57.30 %
Board Of Secondary Education	Sri Sai Grammar High School, Bapuji Nagar, Bowenpally, Secunderabad.	2004	75.16 %

## **Technical Skills :**

- **Professional Accounting Software** : Tally ERP9 and Tallyprime
- **Language Skills** : C, C++, Oracle, HTML, Web Technologies, SQL, PL/SQL, DBMS
- **Operating systems** : MS WINDOWS 98/2000/XP , Ms-Office, Word, Excel, Power point

## **Achievements :**

- ❖ Achieved Certificate for participating in **Telangana Survey in the year 2014.**

## **Personnel Profile:**

Name : Potati Jyothi  
Husbands Name : Sai Vijay B  
Date of Birth : 25-03-1989  
Gender : Female  
Marital status : Married  
Known languages : English, Telugu and Hindi  
Present Address : H.No. 29-1429/2A, Plot No. 300, J K Colony, Kakatiya Nagar, Neredmet, Malkajgiri – 500056.  
Permanent address : H.No. 1-27-243 & SCB No. 1-09-029, Bapuji Nagar, Bowenpally, Secunderabad -- 500011.

## **Declaration:**

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

Hyderabad,  
Date: 30.07.2021

Regards  
(Potati Jyothi)