

# **CURRICULUM VITAE**

**SWATI LAXMAN VEMULA**

Room No.886, Vijay Nagar, SM Road, Near Shiv Markhandeyya Mandir,  
Antophill, Mumbai – 400037

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## **Career Target**

Looking for a new challenges where I can improve myself even I want to apply my analytical thinking, managerial skills, and knowledge in the work to achieve the organizational objectives of the company as well as sketch a greater career path for me.

## **Work Experience**

### **Harmony Foundation (Currently Working)**

Department : Accounts

Designation : Accounts Executive

Duration : Currently Working (November 2016 onwards.)

### **Job Profile:-**

- ✓ Bills payment.
- ✓ Petty Cash Handling Making Cash voucher & Debit voucher.
- ✓ Maintaining all data of accounts
- ✓ Handling the bank accounts
- ✓ Maintaining all the accounts data in Tally
- ✓ Handling Auditing Work And Queries
- ✓ Handling Salaries of Employees
- ✓ Handling TDS Payments
- ✓ Vendor Payment and receipts

## **Prior Work Experience**

### **CIPLA LTD (Osource India Pvt ltd)**

Department : Personnel (Accounts Payable)

Designation : Executive

Duration : April, 2015 to November, 2016

**Job Profile:-**

- ✓ Employee Reimbursement and Emails Reply.
- ✓ Update client's data in system as per the visiting's of our Field Executive regarding companies' products.
- ✓ Daily Expenses processing (vouchers eg. DRMT,KNWL,RAMT,SPON,SCAT,SNC etc)
- ✓ Attending Calls

**Dominos**

Department : CSR (Customer Service Representative)

Duration : March, 2012 to Feb, 2015

Designation : Cashier (Diamond)

**Job Profile:-**

- ✓ Interacting with guests.
- ✓ Inventory.
- ✓ Cash handling.
- ✓ Training of new (Team Members)
- ✓ Preparation of bills of customer
- ✓ Stock handling
- ✓ Attending Calls

**Café coffee day**

Department : Cashier

Duration : Aril 2011 to September 2012

Designation : Brew Master

**Job Profile:-**

- ✓ Preparation of guests bills
- ✓ Customer interacting
- ✓ Stock handling
- ✓ Cash handling
- ✓ Inventory.
- ✓ Training.

**Academic Qualification**

| Degree | University / Board | Percentage | Passing Year |
|--------|--------------------|------------|--------------|
| BCOM   | Mumbai             | 53         | 2014         |
| H.S.C. | Mumbai             | 56         | 2010         |
| S.S.C. | Maharashtra        | 55         | 2008         |

**Additional Qualification****Computer Skill :**

MS-CIT [Knowledge of Computer MS-OFFICE], EDITING, EXCEL, Tally ERP 9

**Personal Details**

Date of Birth : 5<sup>th</sup> May, 1992.  
Marital Status : Single  
Languages Known : English, Hindi Telugu and Marathi  
Hobbies : Photography, Painting, Listening Music.  
Place : Mumbai

**Swati Laxman Vemula**