**DASARI DIVYA**

H. No: 4-7-15/48 📍Hyderabad, India

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**OBJECTIVE:**

To work for an organization which provide me the opportunity to improve my skills and knowledge to grown along with the organization objective.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institute** | **University** | **Year of Pass** | **CGPA** |
| MBA(Finance) | Holy Mary Institute of Technology and Management | Osmania University | 2022 | 6.68 |
| B. Com (Comp) | Silver Jubilee Degree and P.G College | Osmania University | 2019 | 8.26 |
| Intermediate | Sri Medha V Junior College | Board of Intermediate Education | 2016 | 8.41 |
| School | Pratibha High School | Board of Secondary Education | 2014 | 8.7 |

**PROFESSIONAL EXPERIENCE:**

**PathnSitu Biotechnologies:** 11/2019-Present

Sr. Logistic and Accounts Associate

Key Responsibilities:

* Processed and recorded sales invoices in Tally ERP, ensuring 100% accuracy and timely financial entries.
* Managed e-invoicing and GST compliance, maintaining statutory documentation and supporting error-free audits.
* Performed root cause analysis (RCA) and implemented corrective & preventive actions (CAPA) to streamline financial processes and minimize recurring issues.
* Supported internal and external audits, consistently achieving zero non-compliance findings through meticulous documentation and compliance adherence.
* Directed end-to-end inventory management including stock monitoring, shipment tracking, and vendor coordination, ensuring timely and accurate deliveries across the supply chain.
* Enhanced inventory tracking systems, implementing process improvements that reduced discrepancies by 20% and boosted order fulfilment accuracy.
* Optimized invoice processing workflows by introducing automation and redesigning processes, successfully reducing invoice processing time by 30%.
* Collaborated with cross-functional teams across procurement, supply chain, and finance to drive process validation, improve operational efficiency, and strengthen vendor relationships.

**SKILLS AND STRENGHTS:**

* **Accounting & Finance:** Invoice Processing & Reconciliation, Tally ERP, E-Invoicing & GST Compliance, Audit Support & Financial Documentation, Data Entry & Recordkeeping
* **Supply Chain & Operations:** Inventory Management, Supply Chain & Vendor Coordination, Procurement Support, Process Validation (RCA, CAPA)
* **Technical Tools:** Microsoft Office Suite (Excel, Word), Fast & Accurate Typing (XX WPM)
* **Core Competencies:** Adaptability & Problem Solving, Time Management & Attention to Detail, Communication & Team Collaboration, Quick Learner with Strong Aptitude to Learn and Hardworking & Sincere Professional

**PERSONAL DETAILS:**

Name: Dasari Divya

Father: Dasari Yadaiah

Mother: Dasari Jayamma

Date of Birth: 03/09/1998

Gender: Female

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi, Telugu

**DECLARATION:**

I hereby declare that the information given above is true and correct to the best of my language.