**CURRICULUM VITAE**

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| **P.keerthana**  **No 1-675, sainik nagar,**  **Kadapa road east,piler,**  **Chittoor district,**  **Andhra Pradesh-517214** |  | 🖂:**keerthanapathireddy@gmail.com**  🕿: +91**7675839635** |

**Career Objective:**

To be a leader with good knowledge of processes & experience of business process related services that leverage efficiency, expertise and predictability, to provide strategic business advantage to clients.

**Academic Profile:**

Name of the Institution **:**  **Gitam University**

Discipline  **:** **B.COM(general)**

Aggregate of semesters  **:** **pursuing**

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| **EXAM PASSED** | **SCHOOL/COLLEGE** | **BOARD YEAR** | | **PERCENTAGE** |
| **CPT** | THE ICAI | 2015 | | 56% |
| **INTERMEDIATE** | SRI CHAITANYA COLLEGE | 2014 | | 90% |
| **SSC** | VSN.SIDDHARTHA HIGH SCHOOL | 2012 | 9.3(grade) | |

**Professional Experience**

**FARMFOLKS AGRO PRIVATE LIMITED (2017)**

Junior accountant assistant (6 months )

**Process: Accounts**

**Roles & Responsibilities:**

* Processing transactions and invoices accurately and efficiently.
* Processing of of Invoices
* Building trust with vendors/suppliers by ensuring timely and correct payments for all goods/services received.
* Clearing different holds like Invoice Verification Hold, Bank Hold, and Supplier Dispute Hold, Not to be Paid Hold.
* Qualities check on daily basis.
* Clearing the Bank open items.
* Insuring credit received for outstanding Credit Notes.
* Coordinating with Vendor Master team for new vendor creation.
* Obtain proper information and/or data regarding invoice payments.
* Verifies vendor accounts by reconciling monthly statements and related transactions.

**Knowledge Splice Services Pvt. Ltd.**

SMILE FOUNDATION (2018-2019)

Marketing management trainor(15 months)

**Process:**

**The main responsibilities are:**

* To assist in campaigns and fundraising activities at local level.
* To investigate and implement new ways of increasing funds by using intiative.
* To establish and maintain contacts with donors, volunteers, local community leaders ,mosques and external organisations.
* To attend, promote &raise funds for Human Relief Foundation at any event organized by other organisations when needed.
* Ensure communications are maintained with internal/external partners provide post event follow up.

**Technical Skills**

* Advance knowledge of Excel including, pivot table, V-lookup, Charts/Graphs.
* Working knowledge on Tally ERP9

**Core Competencies**

* Excellent Problem solving skills.
* Observational/Learning skills.
* Good Communication.
* Independent and Self-Motivated.
* Teamwork.
* Ability to meet deadlines.

**Personal Profile:**

Horamavu Post, Bengaluru-560043

Father’s Name : Pathireddy keerthana

Date of Birth : 12/02/1997

Marital Status : Unmarried

Sex : Female

Nationality : Indian

Languages Known : English, Telugu.

Address : 1-675,sainik nagar, kadapa road east,

Piler, chittoor district,

Andhra Pradesh-517214

**Date:**

**Place: p.keerthana**