

TALAMANCHI NAGAJYOTHI

Contact No: 8143509521

Email id: nagajyothi.hr@gmail.com

CAREER OBJECTIVE:-

Seeking a challenging career as an Accounting Finance Executive in a progressive organization to enhance my accounting and financial management skills.

PROFESSIONAL SKILLS:-

- Performed accounts payable responsibilities
- Performed accounts receivable responsibilities
- Account reconciliation
- Follow-up and collections
- Invoicing
- Monthly Closures
- PayrollProcessing
- Good knowledge on Tally – ERP7&9

PROFESSIONAL SUMMARY

- Accounts Receivable Clerk who leverages strong organizational, technical and interpersonal skills.
- Accounting Clerk skilled in problem solving and maintaining accuracy. Possesses an insatiable drive to achieve and exceed goals.
- Accounts Payable Clerk committed to accurate payment tracking across all company departments.
- Finance Executive who effectively serves as the first point of contact for employee-related issues. Adept at successfully solving complex problems.

EMPLOYERS:-

Designation: Finance Executive

Location: VEDIC ORGANIC CERTIFICATION AGENCY

Duration: May 2015 to till date

Key Responsibilities handled :-

- Responsible for Accounts Receivable and Payable, including data entry and generating invoice
- Prepare customer's statements, bills and invoices Enter GST Invoice in GST Portal.
- Contact delinquent customers to secure payments.

- Handled the petty cash accounts of the office.
- Responsible for submitting the bill accurately and timely to the payers.
- Receiving the calls and provide answers for the queries.
- Handling the queries related to invoice capturing and updating the team on weekly basis.
- Administered online banking functions.
- Payments follow ups. Closing of Outstanding amounts.
- Monitored and recorded company expenses.

EDUCATION:-

- Course: Master in Business Administration(MBA)
College name:. Vishwabarati College Of Engineering, JNTUH
Passing year: 2016
- Course: Bachelors in Computer Application (Science)
College name: Pragathi Degree College, OsmaniaUniversity.
Passing year:2013
- Inter from board of Intermediate in2010.
- SSC from board of Secondary Education in2008.

ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITIES:-

- Active participant in school and college and departmentactivities.
- Class Topper inGraduation
- Class Topper inMBA.
- Awarded as Sincere out student in Graduation2013.
- Volunteered in schoolactivities.

PERSONAL INFORMATION:-

- Name: NagajyothiTalamanchi
- Fathername GarataiahTalamanchi
- Gender: Female
- Dateofbirth: 21 September 1993
- Maritalstatus: Unmarried
- Nationality: Indian
- Languageknown: English, Hindi,Telugu

DECLARATION:-

In view of the above, I request you to kindly given me an opportunity in your esteemed organization, I shall be prove of my ability and thankful to you..

Place: Hyderabad

Date:

T.NAGA JYOTHI