

CURRICULAM VITAE

Name: MEDA.SARITHA

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Career Objective

- To become a professional financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis
- To contribute accumulated knowledge and experience to business
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Designation: Accounts & Finance.

Summary Profile

2+ years working experience as a Accountant

- Ability to Multitask
- Detail-Oriented
- Self-confidence
- Good Communication and Interpersonal Skills
- Ability to quickly adapt to new environment and learn new technologies

Academic Qualifications

- **M.Com (82%-2016)** Osmania University – Hyd.
- **B.Com (Computers) (76%-2014)** Osmania University – Hyd.
- **Intermediate (61%-2011)** Board of Intermediate Education.
- **SSC (57%-2009)** Board of Secondary School.

PROFESSIONAL QUALIFICATIONS:

- **Tally Certification**
- **SAP FICO Certification.**

Employment Experiences:

- Worked as Telecom Profession as Customer service Executive, MIS, Sales and Customer Service. In **TATA TELE SERVICE LIMITED**. From August-2017 to October-2018.
- Worked as a Accountant in **SATCOM & DIGITAL SOLUTIONS PVT. LTD.** Hyderabad from Nov 2018 to Nov 2020.
- Working as Part time Accountant in **Teen Baan Corporate Advisory services**. Quick Books (US Processing Account) From Dec 2020 to Till Date.

Job Role and Responsibilities

- Working as a sales support Enterprises team, Responsibility's for Fan Raising, DCAF LOGINS, EMPOWER PLICATIONS using, SFDC updating, Documentation work.
- Posting All Entries
- Updating Financial Statements
- Preparing Monthly Financial Reports
- GST Returns (GSTR 1& GSTR 3)
- Auditing and maintaining accounts receivable and accounts payable
- Quick Books (**US PROCESSING**).

Accounting packages: Tally ERP 9.0, SAP FICO R/3

TECHNICAL SKILLS:

- ERP Package: SAP FICO R/3
Operating Systems: Microsoft Windows.
- Packages: MS Office – Excel, Word, Power Point, CRM, EPOS, WAIVER PORTAL EMPOWER, SFDC, D-CAF Documentation work.

SAP FI/CO SKILLS

- **FI-GL:** Configuring and customizing of enterprise structure, Financial Accounting Global setting, General Ledger Accounting.
- **Accounts payable:** Configuring and customizing customer's A/C group, customer master data configuring dunning areas and dunning procedure.
- **TAX:** Handling Input tax, Output tax, Withholding tax Accounting.
- **Assets Accounting:** Configuring and customizing of Assets, Maintaining of Asset master data, Acquisitions, Recruitments, Transfers, Revaluation of Assets and Depreciation Run.

- Maintaining the Controlling area.
- Knowledge of new GL Account.
- Basic knowledge in CO-PC, CO-PA, CO-PCA.

Area of Interest

- **Accounts & Finance**

Achievements:

- Good performance.
- Promoted to Jr.Accountant.

Personal Profile:

Name : M.SARITHA
Fathers Name : M.ANANDHAM
Mothers Name : M.SAMPOORNA
Gender : Female
Marital Status : Unmarried
Date of Birth : 14.08.1993
Hobbies : Listening to Music, Playing Caroms, Badminton & Surfing Internet.

Nationality : Indian
Languages Known : Telugu, Hindi, & English.

Address For Communication: LOURDHUNILAYAM, H.no. 101/2/2, KAMMGUDA,
TURKAYAMJAL501510.

I hereby declare that all the information provided by me is genuine and factual to the best of my knowledge and belief.

Date:

Place: Hyderabad

(M.SARITHA)