

# JANEPALLA SRUJANA

## PROFESSIONAL SUMMARY

To be associated with progressive organization that gives me scope to update my skills according to latest trends, especially in the area of finance and be part of the team that dynamically works towards the growth of organization. Competent and detail-orientated Accounting Assistant well-versed in accounts payable and receivable management, financial forecasting, budgets and payroll. Talented in identifying and correct errors to ensure impeccable accuracy. Committed to achieving team objectives and driving company development. Proactive communicator with a solid foundation of trustworthy and dependable performance. Meticulous accounting professional aiming to fulfil Accounting Assistant opportunity to apply years of knowledge and experience. Adept in and with strong foundation of knowledge.

## EXPERIENCE

**BILLING EXECUTIVE AND CASHIER** 08/2018 to Current  
**Vardhman Health Specialties Pvt Ltd**, Hyderabad Banjara Hills, India

- Preparing and maintain day to day vouches and entries passed in Tally. Invoice and margin calculations. Preparing of pay Advice to the vendor. Petty cash and attendance maintenance.
- Bank reconciliation, Ledger Reconciliation, Credit Notes, Vendor reconciliation.
- Updated and reconciled accounts payable with purchase orders for accuracy.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Tracked employee time and attendance for payroll.
- Evaluated expense reports for accuracy and adherence to company policies.
- Maintained account books and accounting systems with accuracy by entering data precisely and proofreading.
- Received and distributed mail correspondence throughout finance division.

## CORE QUALIFICATIONS

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|---|---------------------------------------|--|
| • Operating System :<br>Windows XP & Windows 7. | • Windows 7<br>• Windows XP<br>• Word | • Invoicing and billing                  |
| • Application Package : MS Office, Excel ,Word. | • Operating System                    | • Billing and reconciliation             |
| • Excel   |                                       | • Billing and collections best practices |
| • MS Office                                     |                                       |  |

## EDUCATION

**MANTRA SCHOOL OF BUSSINESS MANAGMENT** , Hyderabad  
**Master of Business Administration**, Post Graduation , 2019  
Affiliated to Osmania university Passed out with Aggregate of 72%

**SIDDHARDHA DEGREE & PG COLLEGE**, Hyderabad  
**Degree under Graduation** , B.com computers, 2017

Osmania University Affiliated college Passed out with 70% Aggregate

**SRI VARDHAN JUNIOR COLLEGE**, Hyderabad  
**Intermediate**, CEC, 2014  
6.7 GPA

**PANCHASHEELA HIGH SCHOOL**, Hyderabad  
**SSC**, 2012

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**PERSONAL  
INFORMATION**

**PERSONAL COMPETANCIES:** Ability to work as a team. Patience. Flexibility Working in any Conditions. Hardworking. Positive Thinking.  
Date of Birth : 7th Feb, 1997  
Marital Status : Single  
Gender : Female  
Nationality : Indian

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**INTERESTS**

Hobbies : Listening to music and internet Browsing

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**LANGUAGES**

English, Hindi & Telugu