**RESUME**

**NAME: P. SUVARNA DEVI**

**Email:suvarnadevi534@gmail.com** Mobile**: 7569776205**

**PROFILE SUMMERY**

* Good basic knowledge in Liabilities, Assets, Expenses, Incomes & Bank Reconciliation.
* Good communication skills and able to build Interpersonal Relationships.
* Good Team player and Quick learner.
* Committed and Hard working and Multi tasking.
* Good Counselor and patient listener

**Educational Qualifications**

* **Post-Graduation: M.B.A(**Finance& HR) from J.N.T.U. Ananthapuram Dist.
* **Graduation**: **B.A.** from Jyoti Nivas College, Bangalore.

**Technical Skills**

* **Technical**: MS-Office,P.G.D.C.A. &Internet skills

### Job Experience

**I am currently working as a Recruiter in QATOS company** (US recruitment night shifts).

**Job Responsibilities:**

* I have good hands on Boolean search, Sourcing the candidates and Screening them.
* I too am good at finding the Candidate’s profiles in different job portals like Ceipal (Internal DB, Career builder and Dice).

**I have 4 years work experienced as General Accountant in Nagarjuna Model School, Kadapa, A.P.**

**From 1st March 2018 to 30th April 2021.**

***Job Responsibilities:***

* To maintain the Nagarjuna Model School Account books, Budget estimation and Paying salaries to the faculties and staff Analysis of liabilities, assets, expenses and incomes before postings.
* Preparing special entries like accrual entries, adjustment entries and rectification entries.
* Working knowledge on MS OFFICE - Word, Excel, PowerPoint and E-Mails checking.

**I have been working as a College Instructor at St. Columban’s College, Philippines**

**(From 1stOctober 2014 to 13th November 2017).**

***Job Responsibilities:***

* Being a College Instructor taught both English Literature and Psychology.
* Helping the Students to have good Self esteem by counseling them.
* Effectively worked for the Student’s progress in Academics and also in personal life.
* Good at conflict Management.
* Solved the issues faced by the students very effectively.

**Personal Profile**

Name : PENDLIKATLA SUVARNA DEVI

Father’s Name : DEVADAS (Late)

Mother’s Name : NIRMALA MARY (Late)

Nationality : INDIAN

Languages Known : TELUGU, ENGLISH, KANNADA AND TAMIL.

Address : c/o jindamsagar,h.no:6-5-133, vidya nagar, hyderabad-500013.

**DECLARATION:**

I here by declare that the Details Furnished above is true to my Knowledge and belief.

(P. Suvarna Devi)