**RESUME**

**PATALAY SNEHA**

Contact No: 9642290294

Email: patalaysneha1@gmail.com

**CAREER OBJECTIVE**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conductive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

B**ASIC ACADEMIC CREDENTIALS**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **University/ College** | **Year** |
| MBA-HR | AURORA PG COLLEGE | 2019 |
| Degree(B.com) | BHARAT DEGREE COLLEGE FOR WOMEN | 2017 |
| Intermediate(MPC) | NARAYANA JR COLLEGE | 2014 |
| SSC | SWAMY DAYANAND HIGH SCHOOL | 2012 |

**TECHNICAL SKILLS**

* Ms Office
* Tally ERP 9
* Computer Knowledge

**STRENGHTS**

* Ability to work independently and as a team player.
* Can manage multitasks.
* Self Confidence.
* Good communication and interpersonal skills.

**WORK EXPERIENCE**

* Worked as an Intern at Consultancy  
   for a period of 3 months.
* Currently working as Process Associate (P2P Accounts Payable department) in Genpact.
* I have good knowledge on process and handling this process since 1 year 9months.
* I handle multiple activities and complete given work within stipulated time by following the guidelines of the process and company'.
* Ability to learn the new activities as an when required for the growth of the company and personal growth.
* Handling and publishing crucial activities of the process and also handling Audits on daily basis.
* Company's SLA is published.
* Apart from processing invoices, uploads ( working on excel sheet to get the invoices processed at a bunch ), Quality checks, I also handle on priority work related too correspondence, Vendor querries, Stores querries and providing payment details by using different applications and also have a knowledge of SAP application.
* Knowledge on handling Rush emails or criticality emails.
* In crises of time helping hands to another processes and if need helping other people in sharing my knowledge on process.

**PERSONAL DETAILS**

* Name :- PATALAY SNEHA
* Father’s Name PATALAY SHEKAR
* Date of Birth :- 22/2/1995
* Language Known :- Telugu, English , Hindi, Marathi
* Marital Status :- Unmarried
* Nationality/Religion :- Indian / Hindu
* Interest & Hobbies :- cooking
* Permanent Address :- 2-2-185/21 SRI SAI LOGILI APT R.K. Nagar Amberpet

**DECLARATION**

I do hereby declare that the above information is true to the best of my knowledge**.**

**Place: P. SNEHA**

**Date:**