

Contact

masku.lavanya@yahoo.co.in

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Management · Payroll

Lavanya Masku

Senior Account Executive and Administration

Hyderabad, Telangana, India

Summary

Accountant with 11 year of experience of ledger processes, account reconciliations streamlining accounts and familiar with accounting procedures. Proficient with communication, multi-tasking and problem solving with solid track record of success in industry and customer service positions. Eager to meet challenges and quickly assimilate new concepts. Possess excellent admin...

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Experience

Senior Account Executive · LINUS CONSULTANTS PRIVATE LIMITED

September 2018 - Present (2 years 5 months) · Hyderabad, Telangana, India

- Ensures all transactions are recorded and updated in a timely manner• Preparation of daily Journal Vouchers for all expenses with all supporting documents• Posting of journal entries in General Ledger, purchase invoices, sales invoices and expenses accordingly• Responsible to verify the purchase order and pro

Senior Account Executive · M/S. PRAGATI POLYPLAST INDIA

PRIVATE LIMITED

August 2009 - Present (11 years 6 months) · Hyderabad Area, India

- Ensures all transactions are recorded and updated in a timely manner• Preparation of GST Returns – GSTR-1, GSTR-3B • Expertise in reconciliation of GSTR-3B with GSTR-2A• Expertise in handling of EXCISE, VAT and CST audits• Insures that reports and correspondence are submitted on a timely basis• Assists on p

Executive Assistant to Managing Director · PFEIFFER VACUUM

TECHNOLOGY INDIA PRIVATE LIMITED

September 2008 - August 2009 (1 year) · Hyderabad Area, India

Executive Administration · MANE INDIA PRIVATE LIMITED

October 2005 - August 2008 (2 years 11 months) · Hyderabad Area, India

Education

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Osmania University

Master's degree, Business/Commerce, General · (1998 - 2001)