

B. Saibalaji

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9121643005



CAREER OBJECTIVE

To secure a challenging in a reputable company to expand my skills and knowledge.

SKILLS

Basic computers & accounting, basic excel

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
BBA	DU	DU	85.2	2022
CEC	SFJC	Ap secondary board of vijayavada	90	2019
10 th	APMS	Ap primary board of vijayavada	70	2017

STRENGTHS

Positive attitude, time management and punctuality.

AREAS OF INTERESTS

Volunteering and travelling, interest in new technologies.

HOBBIES

meditation, playing Carromboard.

JOB DESCRIPTION

* Inbound process of handling customer care at canara process

WORK EXPERIENCE

* Conneqt business sloutions
* period nov 2022 & Aug 2023
* Inbond process

PROFESSIONAL SKILLS

* Having good knowledge in accounting
* keeping book of accounts & preparation of journals, ledger, trail balance
* preparation of subsdiary book
* Good preparation of trading, profit and loss accounts and balance sheets

PERSONAL DETAILS

Address Baireddipalli village
 Chittoor district, Andhrapradesh, 517415

Date of Birth 14-3-2002

Gender Male

Nationality	Hindu
Marital Status	Single
Languages Known	English, Telugu

DECLARATION

I hereby declare that all the above information is true to best of my knowledge

Sai Balaji

B. Saibalaji