

VENGANAPALLI VENKATARAMANA

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D.NO 6-7,Kudhavapalli(vil), M.C.Palli(pos),Punganuru(mandal), chittoor(dist).AP.



PERSONAL PROFILE

Father Name : V.VenkataNarayana
Date of Birth : April 25th1983
Marital Status : Married.
Language Known : Telugu, English.Hindhi, kannada.

CAREER OBJECTIVE

I have working knowledge in an organization. I think this is the right time and right way to start my career with this organization .I hope and should give my best to the organization.

EDUCATION

- M.COM from S.V.University-With 62 % (B.T College, Madhanapalli)
- **B.Com**from S.V University, Thirupathi
- Intermediate (**C.E.C**) Punganuru
- **SSC** from Punganuru –

WORK EXPERIENCE : Total 10+Years Experience

- 1) As a Jr Accountant in **NARAYANA EDUCATIONAL SOCITY** From 12TH Sep-2007 TO 25TH March-2015, Hyderabad(NARAYANA having PAN India Schools and Colleges)
- 2) **NSPIRA Management Services Pvt Ltd**(Student learning APPs and software ,Content Develoeping) As a Sr Executive –Finance & Accounts From 26th March 2015 To 04th Feb-2017.Hyderabad
- 3) working in **C J N HITECH MOTORS PRIVATE LIMITED**(Joint venture Of VolvoEicherDealer) From Feb 10th 2017 to 06th June”22 as Accounts Officer at Madanapalli, Chittor Dist, Ap
- 4) **NSPIRA Management Services Pvt Ltd**(Student learning APPs and software ,Content Developing) As a Accounts Officer At **Bangalore**. From 23rd June to as on date

JOB PROFILE

- I have toPrepare Journal Entries based on transactions.

- *I Need to Prepare purchase order for required goods*
- *Preparing sales invoice after receiving order from the customer.*
- *I will prepare Debit memo for Purchase returns & Credit Memo for sales returns*
- *Verifying the bank statement with cash book (Bank Column) to know the accuracy of transactions & Preparing BRS for mismatched transaction.*
- *It's my responsibility to update customer account and supplier account immediately against cash receipts and cash payments.*
- *I will prepare accrual incomes and accrued expenses, every month*
- *Preparing Trading A/c & Profit & Loss A/c by preparing transferring entries.*
- *I will update cash report on a daily basis.*
- *GSTcomputation*

SKILLS

- *SAP(DBM) & TALLY ERP 9*
- *Ms Office(Word, Excel and PowerPoint)*
- *Internet browsing*

DECLARATION

I hereby acknowledge that all the above information provided is true to best of my knowledge.

Place:

Date:

(V.Venkataramana)