

CURRICULAM VITAE



Address for Communication

D.L.V.Rama Kumar
23/1/546,
Thambramvari Street,
Fathekhan Pet,
Near RTC,
Nellore -3.

Mobile Nos : **99665 08489, 90639 35537**
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Objective :

To be Professionally associated with an esteemed organization that helps me work towards achieving organizational goals and that offers me growth in my career.

To seeking a challenging career in IT field any type of works to be involved various concerns.

Sincere hard work, good communication skills and team work.

Job Description :

- To Create Ledgers, vouchers and maintained by certain data and MIS Reports.
- To maintain Cash Receipts, Payments and Journal Entries.
- To maintain a Cheque receipts and Payments and Bank reconciliation reports.
- To maintain inventory entries into Tally and Excell Systematically and prepare reports.
- Monthly VAT returns to file in online submission.
- To Prepare Debetors reconciliation and Creditors reconciliation and enter all TDS transactions,
- To prepare all Summery reports and consolidated reports.

Professional Computer Skills:

Operating System	:	MS.Windows, DOS & SCO Unix
Packages	:	MS - Office

Languages	:	C, C ++
Database (RDBMS)	:	Oracle 8.0 [SQL, PL SQL]
GUI Programming	:	VB [6.0]
Accounting Package	:	Tally ERP 9.0 (NIT Computers)

Net Working Skills:

To Create Sharing folders with Local area computers and printers from various locations.
Having idea about Printing and Internet concepts.

Career :

Have a completed a long term course with Certification from reputed Computer institute at SSI Computer Education, Nellore.

Personal Profile :

Name	:	D.L.V.Rama Kumar
Fathers Name	:	D.Rajamannar
Age	:	01.05.1973
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian - Hindu
Languages Known	:	Telugu, English & Hindi

Educational Qualification:

Bachelor of Arts in AES (Accountancy, Economics & Statistics) from S.V.University, Tirupathi.

Professional Achievement:

To received Certificate as an Internal Auditor from Creative Management Consultancy (An ISO 9000-2008 Certified organization) from Chennai.

Experience Job Profile :

- Worked as a EDP Incharge/ Computer Operator at BEHRC PVT Ltd, Nellore since 5 years. [which in an ISO 9000-2008 certified organization].
- Worked as an Accountant at Seron Pharma PVT Ltd, Nellore since 1 year.

□ Working as an Accountant at RB Group Schools - (RBS Educational Society)
at Nellore since OCT-2008 to DEC-2015.

DECLARATION :

I here declare that the above written particulars are true to the best of my knowledge and belief.

Yours Sincerely,
(D.L.V.Rama Kumar)