

# S. Ramu

Hyderabad, Telangana  
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+91 98487 46181

- Having over 6 years of Experience in the field of Accounts and Logistics, in which 4 ½ years of experience in Hyderabad.
- Strong in ERP software (TALLY ERP and ORACLE ERP) and in Accounting Packages

## Accounts Experience:

- Expertise in ORACLE for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Experienced in preparation of monthly Bank Reconciliation statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Enhanced the credibility of finance function by generating accurate and timely MIS Reports

## Logistics Experience:

- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Verification of Banks Reconciliation Statements, Fixed Assets and Stock

## Work Experience

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### **Accounts Executive**

Leo Genic Healthcare Pvt Ltd - Hyderabad, Telangana  
2019 to Present

I Have Experiences In Accounts Department Since last 6 Years

### **ACCOUNTANT ASSISTANT**

Manchukonda Prakesham Industry India Pvt Ltd - Hyderabad, Telangana  
September 2014 to December 2018

### **ACCOUNTANT**

SpinsciTechnologies PvtLtd - Hyderabad, Telangana  
January 2013 to September 2014

## Education

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### **B.Sc in Computers**

Osmania University

2009

## Skills / IT Skills

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- Tally ERP, Ms Excel
- Accounting
- Tally
- Communication skills
- Computer skills
- Microsoft Excel