

# Curriculum Vitae

## Objective

A enthusiastic, self-motivated and highly organized individual with all round bookkeeping experience. Having a excellent working knowledge of double entry bookkeeping, managing accounts, maintaining a sales ledger, raising invoices, issuing regular statements and processing receipts, preparation of excel sheet statement of (salaries, expenditure, cash statement etc.) Ms-word, solving auditor queries.

Easy going by nature but focused enough to take responsibility for reconciliation of all ledgers, accruals & prepayments, settlement of suppliers and generate payment runs.

## Personal Information

**Full Name** : K. Sai vinesh  
**Date of Birth** : 16th Sep, 1990  
**Gender** : Male  
**Nationality** : India  
**Languages** : English, Hindi, Telugu  
**Religion** : Hindu

## Contact Information

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## Educational Qualifications

Course	Institution	University/Board	Year of Passing	Percentage (%)
B.com	G. Pulla Reddy Degree College	Osmania University	2010	48
Intermediate	Royal Jr.College	Board of Intermediate Education	2007	48
SSC	Tagore High School	Board of Secondary Education	2005	58

### Technical Knowledge

- Operating System -- Windows 98/ 2000/ xp/ xp-sp2 /07/08/vista
- Software -- M.S.OFFICE
- Accounting Package – Tally ERP9
- Well-Versed in Internet browsing, Installations of software etc.

### Certification

- I have successfully completed Diploma in Computer application **GNITT - CE (MS OFFICE)**

### Experiences

- Presently working as account assistant at Koya and company construction ltd. (from 23-05-2014) to till date.

### Duties

- Bookkeeping
- Maintaining cash expenditure and raising for payment.
- Maintaining cash balance, GST .
- Preparation of staff salaries, esi and p.f. (India).
- preparation of excel sheet statement of (salaries, expenditure, cash statement etc) Ms-word.
- Raising purchase and sales invoices, and posting to ledger. Chasing customers for payment.
- Preparing weekly and monthly accounts.
- Ensuring that all expense claims are collated and paid on time.
- Good experience and knowledge in vat (from 23.05.2014 to 01.07.2017).Gst (since 01.07.2017) (India)

I do hereby declare that all the above information's are true and fair to the best of my knowledge.

Date: .....

Signature: .....