

“ B.Jamuna ”



Personal Details

Nationality: Indian
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Career Objective:

To seek placement at a challenging position in a reputed organization, to utilize my knowledge of market & my expertise in accounting and administrative, to the optimum level and achieve career growth.

Essential Skills & Capabilities

- Hardworking, loyal and aspiring person.
- Effective communication & team-working skills
- Ability to work in multi-cultural environments
- Ambitious, hardworking, organized, self motivated & honest.

Formal Education

2012-2014 ***Master's Degree (Finance)***
 Osmania University, T.S INDIA.

2009-2012 ***Bachelor's Degree (Commerce)***
 Osmania University, T.S INDIA.

Work/Experience History

- | | |
|-------------|---|
| 2009 – 2011 | B.D STEELS Pvt Ltd. – Distillery Rd, Sec-bad
Asst. Accountant |
| 2011 - 2014 | ATLANTIC Engg Co. - Ranigunj, Sec-bad
Asst. Accountant |
| 2014 – 2016 | TOSHNIWAL GRANITES Pvt Ltd. – Shamsheergunj, Hyd
Administrator cum Asst. Accountant |
| 2016 - 2019 | SURBHI PAPERS - Lakdi ka pool, Hyd
Administrator cum Asst. Accountant |

Main Responsibilities:

- Working with spreadsheets, sales and purchase ledger and journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.

Computer Skills

- Expertise in Tally ERP9.
- Excellent ability of Internet use
- Basic Of Computer
- Team weaver
- M S OFFICE

Interests

- Reading
- Playing sport.
- Listening to Music.
- Communication with people.

Portfolio, Documents & References, are available on request

Should you wish to discuss my qualification and prospects of employment, I would welcome the opportunity to meet with you and look forward to the interview.