

“ 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.