

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

H.No: 12-1-196,
Asif Nagar,
Hyderabad - 500028.
Email: saivinesh.k@gmail.com,
Sai_vin98@yahoo.com,
Mobile: +91-7794930174

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: