***T. NAVEEN KUMAR***

*H. No.8-5-186, Mallikarjuna Colony, Old Bowenpally, Secunderabad-11*

*Mobile: 70369 19079*

*Mail Id:* *taklanaveenkumar@gmail.com*

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***QUALIFICATION***

* ***B.Com*** *from LAL Bahadur Degree College –O.U-2011.*

***WORK EXPERIANCE***

* *Total Work Experience: 2.7**Years in* ***“Accounting ”***
* ***Presently I am*** *Working as an “****Accounts assistant****” in* ***S.N Electricals***
* *Location:* ***Hyderabad***

***Responsibilities***

* *I Will Enter the Business transactions in Tally through Function keys like Purchases, Sales, Purchase returns, Sales returns, Cash receipts and Cash payments.*
* *Creating Accounts in Tally for New Customers and Suppliers, New Assets and Liabilities, New Expense and Incomes.*
* *I Prepare Contra Entry When the Cash deposited into bank and Cash withdrawn from bank.*
* *I Will Prepare Journal Entries like Accrual Entries, Adjustment Entries, Transfering Entries, Closing Entries and I will post them in Journal Proper*
* *Updating Customer Accounts and Suppliers Accounts immediately Against Cash Receipts and Cash Payments.*
* *Verifying Bank Statement through Online and also preparing BRS Everyday.*
* *I Prepare Trading Account, P&L Account and Balance Sheet.*
* *I Will Prepare Source Documents like : Purchase order for required Goods, Invoice for Sales, Debit note for Purchase returns, Credit note for Sales returns and Delivery challan if the goods sent out side for any Reason.*

***TECHNICAL SKILLS***

* *Operating systems : Windows 98, 2000, XP*
* *Ms Office : MS- Word, Ms-excel.*
* *Packages : Tally Erp9*

***PERSONAL DETAILS***

***Name :*** *T. Naveen Kumar*

***Father’s Name :*** *T. Mallesh*

***Date of Birth :*** *12-11-1988*

***Gender :*** *Male*

***Nationality :*** *Hindu*

***Languages known :*** *English, Hindi, Telugu*

***Permanent Address :*** *H. No. 8-5-186, Mallikarjuna Colony,*

1. *Old Bowenpally, Secunderabad-11*

***Place:*** *Secunderabad*

***Date:***  ***(T. Naveen Kumar)***