

# **RESUME**

**RATNAVATH RAJA**

**12-70/1 Veeranna Gutta, Mandel:**

**Renjal, Distric: Nizamabad.**

**Telangana - 503235**

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## **CAREER OBJECTIVE:**

Seeking a new opportunity in a reputed organization which will help me to build my growth and also I would like to be a reason for the Success of your Organization.

## **EDUCATIONAL PROFILE :**

Course	School / College	Board of University	Year of Pass	Percentage %
M.COM (General)	Girraj Govt College (A) Nizamabad	Telangana University	2020	72.5 %
B.COM (Computer)	Ushodaya Degree College Bodhan	Telangana University	2018	74.5 %
INTERMEDIATE (CEC)	Ushodaya Junior Collage Bodhan	Board of Intermediate	2015	72.5 %
SSC	Govt High School (Veeranna Gutta)	Board of Secondary Education	2013	55 %

## **TECHNICAL SKILLS:**

- ❖ **MS-OFFICE**
- ❖ **MS-EXCEL**
- ❖ **TALLY ERP.9**
- ❖ **TALLY PRIME**
- ❖ **TALLY PRIME 3.0 (New Version)**

## **STRENGTH:**

- Flexible.
- Communication Skills
- Ability to learn as an Individual as well as group

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## PERSONAL PROFILE:

Father Name : R Reddiya  
Mother Name : R Laxmi  
Date of Birth : July 16, 1997  
Language Known : Telugu, Hindi & English  
Hobby : Playing Cricket  
Marital Status : Unmarried

## EXPERIENCE:

- I have been working in **STARLITE COMPUTER SERVICES** Since last 12 months as an **ACCOUNTANT** in Moti Nagar Hyderabad. (2022 September - 2023 August )
- I Have **1year 6 months Experience** in **MRF SWOROOM** as an **ACCOUNTANT** in Nizamabad. (2021 March -2022 August)
- I have **1 year One Month Experience** in **MEDICAL AGENCY (Part Time Job)** as a **ACCOUNTANT**. (2020 Jan -2021 Feb )
- I Have **1 year Experience** in **SATYAM COMPUTER INSTITUTE** Nizamabad as a **Trainer** (2020 Jan -2021 Jan) (MS-OFFICE, EXCEL, MS-ACCESS, TALLY ERP.9 with GST & TALLY PRIME)

## SKILLS SUMMARY:

- Processing of invoices & Creation of Invoices through ERP & Prime
- Generating of E-Invoice & Way Bills
- Preparing and issue of Debit Note & Credit Notes.
- To ensure Supplier invoice are approved and paid within payment terms
- Maintaining petty cash and according booking entries, processed Accounts Payable transaction which included generating checks, organizing, distribution and month end journal entries.
- Preparing BRS (Bank Statement) on Weekly & monthly basis. Responsibility for all information input in the finance systems including accounts payable, generals.
- Manual Bill Book (DC) Verification.
- Cash / Cards Reconciliation on daily basic.
- GST Return Filings.
- TDS Return Filings.
- ITR Return Filings. (ITR 1, ITR 2, ITR 4)

**DECLARATION:**

I here by Declaration that above-finished information is true to the best of my knowledge and Belief.

Date: 25-08-2023

Place: Nizamabad

**(Ratnavath Raja)**