

RESUME

TELUGU SRIDEVI

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Mobile: +91 8341033085

CAREER OBJECTIVE:

To be associated with the organization that provides me an opportunity to show my skills, improve my knowledge with the latest trends and to be a part of the team that works dynamically towards the growth of the organization.

EDUCATION QUALIFICATION DETAILS:

- B.com(comp) from Scholars Degree College for women.
- Intermediate (MEC) from Pragathi Degree College.
- SSC from Sri Ram Chand Girls .High School.

WORK EXPERIENCE:

Working as on **ACCOUNTS ASSISTANT** in **ANKASUMMOR FOODS PVT LTD ,**
Tadbund, Secunderabad. (From 14-06-19 to 5-04-23).

RESPONSIBILITIES :

- Preparation of Invoices
- Writing Cheques and maintenance of Inward/Outwards record.
- Maintaining monthly excel sheet of all Expenses.
- Maintaining daily Sales report in excel.
- Preparation of GST waybill.

TECHNICAL SKILLS:

- MS-Office
- Tally ERP 9
- Typing Speed 30WPM

HOBBIES:

- Listening Music
- Cooking

STRENGTHS:

- Hard worker
- Strong Determination to Excel and pursue goals with perseverance.
- Ability to adapt to any type of environment.

PERSONAL DETAILS :

Father's Name : Telugu Nagesh

Mother's Name : Telugu Swaroopa

Date of Birth : 18-07-1997

Marital Status : Married

Nationality : Indian

Languages known : English, Hindi & Telugu.

Address : 7-135/4 ,Mamadanpally,
Nawabpat dost,
Vikarabad, Telangana

DECLARATION:

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Date:

Place:

(TELUGU SRIDEVI)