

CURRICULUM VITAE

Name: ANUSHA MUTHYALA

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OBJECTIVE:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

WORK EXPERIENCE:

- Worked as **Accounts Executive** for **RAMDEV INDUSTRIES** from 2015 August to 2016 July, Sanathnagar, Hyderabad.
- Worked as an **Accountant** for **NS Associates** from 2016 August to 2019 September, Mallapur, Hyderabad.

ROLES AND RESPONSIBILITIES

- Complete knowledge of manual posting entries into Tally ERP.
- Reconciliation of bank, sundry debtors and creditors on regular intervals.
- Complete knowledge of bank transactions and day to day operations.

EDUCATION QUALIFICATION:

ACADEMIC QUALIFICATION	SCHOOL / COLLEGE	UNIVERSITY	YEAR OF PASSING
MBA(Finance)	RISHI UBR PG COLLEGE FOR WOMEN, HYDERABAD	OSMANIA UNIVERSITY	2015
DEGREE	JAHNVAI WOMENS DEGREE COLLEGE, NARAYANAGUDA	OSMANIA UNIVERSITY	2013
INTERMEDIATE	GOVT. DEGREE COLLEGE, VIDYANAGAR	BOARD OF INTERMEDIATE	2010
SSC	RAJA VIDYANIKETAN HIGH SCHOOL, BELLAMPALLI	SSC	2008

OTHER COMPUTER PROFICIENCY:

- Operating Systems : Windows 7, XP, 2000, 2008
- Packages : MS- Office, Accounting Package

STRENGTHS:

- Good communication skills
- Focused and confident with positive attitude

PERSONAL INFORMATION:

Father name : **ANUSHA MUTHYALA**
Marital status : MARRIED
Date of Birth : 06-06-1992
Languages Known : English, Telugu and Hindi.
Permanent Address : H.NO:7-10-13/B,
Raghavendra Nagar, Nacharam
Hyderabad- 500076

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

Date:

Place: HYDERABAD

(ANUSHA MUTHYALA)