**E.ARUNA RANI**

H.no:8-3-228/1170,

Rahamath nagar,

Yousuf guda, . Mobile: 6300671721.

Hyderabad-45. Email: raniaruna04@gmail.com.

**Career Objective**

To obtain a responsible position in a growth-oriented organisation where my knowledge and skills are utilised to maximum level, which in turn must satisfy my employer and meet their expectations.

**Educational Qualification**

* **M.COM** with Osmania university 71%.
* **MBA(Finance/Hr)** with St. Pious X MBA college for women’s 68%.
* **B.COM (comp)** with Shanthi Niketan women’s college 65%.
* **INTER (C.E.C)** with Priyanka jr. college 66%.
* **SSC** with St. Alphonses high school 60%.

**Certification**.

* Certified in Tally ERP 9.0 in Dreams Media Solutions.
* Certified under NSDC in Banking Financial services and Insurance (BFSI) with PMKVY course.

**Experience**

* Worked as Accounts Executive at Phoenix Experiences and Entertainment services (2019 – 2020 – April)
* Worked as Research Analyst at Shore Infotech Pvt Ltd (2018)
* Worked as a Lecturer in Commerce Department at Lal Bahadur Degree College & St. Ann’s Women’s Degree College from (2013 to 2016)

**Roles & Responsibilities**

* Preparation of bank reconciliation on weekly basis.
* Reconciliation and preparation of debtor’s statement and coordinate with debtors on weekly basis.
* Day to day accounting transactions in Tally software.
* Providing P&L reports to the management.
* Preparation of invoice to clients and follow-up on payments
* Supervising & training junior staff and including day to day communication.

**Skills Set**

* Excellent presentation skill.
* Ability to deal with people.
* Willingness to learn.
* Team player.

**Computer Knowledge**

* Tally ERP 9.0.
* Advance excel and MS office.
* Web programming and Oracle.

**Personal Qualities**

* Self motivated.
* Positive attitude.
* Hard worker & Quick learner.
* Sincere towards work.

**Hobbies**

* Surfing Net.
* Reading Newspaper & Books.
* Listening Music.

**Personal Details**

Name : E. ARUNA RANI.

DOB : 23-FEB-1989.

Husband Name : E. Sukumar.

Nationality : Indian.

Marital Status : Married.

Languages Known : English, Hindi & Telugu.

Address : 8-3-228/1170,

Rahamath nagar, Yousuf guda,

Hyderabad-45.

**Declaration**

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Date:

Place (signature)