

# **Balaji**

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## **CAREER OBJECTIVE:**

To be able to enhance my career in the banking and insurance industry and utilize the knowledge and skills gleaned from my graduate studies in Commerce.

## **SUMMARY OF QALIFICATIONS:**

- Completed graduation degree successfully in the second class with 58.68
- Excellent team spirit and leadership skills
- Adept at handling stress and work in a dynamic environment.
- Excellent communication skills
- Good typing skills at 25 words per minute
- Ability to work in flexible hours and punctual on time.

## **ACADEMIC QUALIFICATIONS:**

- B.Com from L N Gupta Evening Collage of Commerce majoring in Accounts and Banking From 2011 to 2014.

## **EXPERTISE QALIFIACICTIONS:**

- Basics of computer
- Ms-office
- Accounting packages(Tally9.0,Tally E.R.P)
- Full knowledge on internet.

## **ACADEMIC PROJECT DETAILS:**

Tool Used: Tally 9.0 and BPO Call center.

## **Roles and Responsibilities:**

- Handle accounts independently up to finalization of books.
- Thorough knowledge of Book Keeping
- Handle Purchase and Sales registers
- Knowledge of accounts of Import Export nature
- Petty Cash handling and Voucher preparation

## **AWARDS & ACHIEVEMENTS:**

- Awards won for Essay Writing in college

## **STRENGTH:**

- Hard Working.
- Quick Learner.
- Result Oriented.

## **HOBBIES:**

- Reading books, listening to music.

## **PERSONAL DETAILS:**

Date of Birth : 01-03-1993.  
Nationality : Indian  
Sex : Male  
Marital Status : Unmarried  
Father Name : Venkatrao M  
Mother Name : Nirmala M  
Languages Known : English, Kannada, Hindi and Marathi.  
Address in India : 14-08-152 Hoontwadi chudibazar, Begumbazar Hyderabad -500012

## Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief. If I am given the chance I would give you every satisfactory.

Date:

Place: Hyderabad

**BALAJI**