

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 QUALIFICATIONS:

- 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 QUALIFICATIONS:

- 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