

RESUME

**ARUN SRIPATI**

Plot.No.24, Street No.2,

Mahankali Temple Area,

Near Patny Circle, Mobile : +919618611524

Secunderabad. PIN : 500003, .Email ID: arun.sripati@gmail.com

# Post for Applying: Jr. Accountant / Accountant

# Objective:

Seeking a job in stimulating work environment that encourages continuous learning and provide exposure to new ideas, personal and professional growth to prove and improve myself and to offer it to the next generation.

# Strengths:

* Quick learner. Possess good attitude and aptitude
* Ability to handle crunch situations and adapt to any environment.
* Strong desire to work in various platforms according to requirements and eagerness to learn.

# Academic Profile:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **University / Board** | **Year** |
| B.Com | Sri Krishnadevaraya University | Sri Krishnadevaraya University | 2017 |
| Tally Erp9 | S3 Computers Institutions | S3 Computers Institutions | 2010 |
| Intermediate | Sarala Jr College | Board of Intermediate | 2007 |
| S.S.C | Sri Srinivasa high School | Board of Secondary School of Education | 2005 |

**Technical Skill Set:**

|  |  |
| --- | --- |
| **Operating Systems** | Windows 8, 10, 13, |
| **Other packages** | Tally Erp9, Tally Prime, MS-Office. Type-writing Higher Grade in **English, Telugu & Hindi** |

# Duties and Responsibilities:

* Preparation of Vouchers and Bills and updating in Tally Accounting Software.
* Generation of E-way Bills from GST Portal.
* Preparation of MIS Reports.
* Preparation of Customers and Vendors Outstanding Statements.
* Preparation of Bank Reconciliation Statement.
* Reconciliation of Vendors and Customers Accounts when Balances are not tallied.
* Having Good Knowledge in Configuration settings in Tally Accounting Software.
* Handling Physical cash and Online Payments.
* Good Knowledge in Payroll.
* Good Knowledge in TDS Deductions and Payments.
* Good Knowledge in GST Payments and Filing of Returns.
* Preparation of Trial Balance.
* Preparation of Final Accounts (Profit & Loss A/c, Balance Sheet)
* Work under the supervision of a Senior Accountant

# EMPLOYMENT HISTORY:

**AYMAN A.ZAMZAMI CONTRACTING EST. – SAUDI ARABIA**

Position : Computer Operator cum clerk Project : Ma’aden WPF Project

Period : Jun 12th, 2012 to 04 Aug 2013

# MUDRA PRINTING PRESS – METPALLY

Position : Computer Operator cum clerk

Period : 2014 to 2017

Location : Metpally, Dist: Jagtial

# BROOKLYN GRAMMAR HIGH SCHOOL – INDIA

Position : Jr.Accountant cum Clerk Period : 2017 to 2021

Location : Metpally, India

# Personal Details:

Full Name : ARUN SRIPATI

Father’s Name : SHANKAR (Cell:8096204103)

Date of Birth : 12th Jan, 1990

Marital Status : Married

Nationality : Indian

Religion : Hindu

Gender : Male

Languages known : Telugu, Hindi and English Permanent Address : H.No:4-1-50, Shivaji Nagar,

Metpally-505325, Dist: Jagtial, Telangana, India.

Present Address : Flot No.24, Mahankali Temple Area,

Near Patny Centre, Secunderabad,

Telangana - 500003.

# Hobbies :

* Reading Books
* Listening to Music.

# Declaration :

I do here by declare that the above information given by me is true and correct to the best of my knowledge and belief. If you consider my case favorably I’m willing to work hard and make myself useful to your firm.

Place: Secunderabad

Date: **(S.ARUN)**