

Marripudi Anugna

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Location: 8-3-167/D/128,

Kalyan Nagar Phase -1,Near JJ Hospital, Hyderabad-500045.

Objective

A responsible and challenging career in a progressive organization with conducive work environment to deliver my best to the organization for its growth and prosperity and consecutively enhancing my personality and boost up my confidence and knowledge.

Skills Summary

Willingness to Embrace New Ideas:

I am always looking for learning new things and generate new ideas, which can enhance my knowledge and working potential.

Total Work Experience – 1 year 3 Months

Current Company : SIBHA INFRATECH PVT LTD

Designation : Accountant

Working Period : From January -2022 to till date.

Job Profile :

- To maintain records of Imprest money which involves expense vouchers, Bills , Receipts.**
- To maintain records pertaining to staff compliances, attendance data, Staff travel & medical claim**
- To Manage all accounting transactions.**
- To prepare Budget Forecasts.**
- Publish financial statements in time.**
- Handle monthly,quarterly and annual closings**
- Reconcile accounts payable and receivables.**
- Ensure timely bank payments**
- Managing Payroll**
- To prepare TDS and Professional Tax payments**
- To maintain Day to Day Cash Transactions.**
- To prepare TDS Statement month vise**
- To prepare GST Returns**
- To prepare Bank Reconciliation Statement for every month**

Company Name : EMINENT INFRA DEVELOPERS PVT LTD

Designation : Accountant

Duration : From January 2020 to December 2021.

Job Profile :

- To maintain records of Imprest money which involves expense vouchers, Bills , Receipts.
- To maintain records pertaining to staff compliances, attendance data, Staff travel & medical claim
- To Manage all accounting transactions.
- To prepare Budget Forecasts.
- Publish financial statements in time.
- Handle monthly,quarterly and annual closings
- Reconcile accounts payable and receivables.
- Ensure timely bank payments
- Managing Payroll
- To maintain Day to Day Cash Transactions.
- To prepare Bank Reconciliation Statement for every month
- To prepare a Slot in Dharani Website
- To maintain Pahanis ,EC Details in Dharani
- To apply a slot booking for Citizens in Dharani
- To apply for NAIA in Dharani
- To maintain Sheet of Customers who are willing to buy a Plot .
- To maintain Payments Records of Customers

FIRM NAME : I9 CORPORATE SOLUTIONS

Designation : ARTICLESHIP

Duration : From JANUARY 2018 to December 2019.

I AM DOING MY ARTICLESHIP IN I9 CORPORATE SOLUTIONS

Qualifications

- CMA From SRI Medha College -Guntur
- Senior Secondary From Andhra pradesh State Board of Intermediate Education 2015 – 89.5%
- Secondary From Board of Secondary Education, Andhra Pradesh 2013- 8.8%

Strength and Softskills

- Strongly believe in originality or work.
- Capacity of understanding a problem in Depth and committed of work.
- Smart learning ability to learn new concepts.
- Keep cool at most difficult situation.
- Experience in Tally , MS Office (Word, Excel)

Personal Details

- **Father' s Name** : **Marripudi Venkateswarlu**
- **Date of Birth** : **11th September, 1998**
- **Nationality** : **India**
- **Sex** : **Female**
- **Marital Status** : **Unmarried**

I hereby declare that all the particulars furnished above are to the best of my Knowledge true and correct

Place: Hyderabad

(Marripudi Anugna)