

RESUME

PEDDAKKA. S

Mobile : 7259954813

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Objective

Seeking a position as a data entry specialist and Tally accountant where I can maximize my accurate keyboard skills in a demanding work environment.

Profile Statement

Having 2 years experience , successfully performing a Tally Accounting , 1 year experience in data entry and clerical tasks. A Proven track record of efficiency and accuracy in managing multiple functions, Solving problems and maintaining confidentiality and producing quality work.

Work Experience

Tally Accountant

- Advanced Excel basis Workings & Reports.
- Bank Reconciliation Statement.
- Monthly Internal reconciliation statements (Ex: Branch Reconciliation, Sales & Service Reconciliation ,etc)
- Accounts Receivable and Payable Workings.
- Maintaining daily cashbook & cashbook tally workings
- Maintenance of Day to day Accounting Transactions.
- Preparing Month-end Reports (Ex: Salary payments, wages payments, etc)
- Assist with Preparation and coordination of the audit process.
- Doing the petty cash and Business cash audit and ensure that the cash deposit happens on daily basis.
- Query management –Respond & Resolve –client and supplier queries through email.
- GST Entry Workings & Filling.
- All banking works

Work Experience

Data Entry operator

- prepared documents for data entry
- verified, updated and corrected source documents
- entered data into designated database and forms
- checked printouts and performed statistical checks for accuracy
- recorded all tasks and activities
- prepared and submitted reports
- routed data to appropriate staff
- researched and retrieved requested data
- performed daily control functions

Education

S.No	Name of the course	Board/university	Name of the Institution	Years of the study	percentage
1	MBA	JNTU University	Srichaithanya Istitute Of Technology (Anantapur)	2017-19	-
2	III BCOM-CA	Srikrishnadevaraya University	KSNGDC(W) Anantapuramu	2012-15	73%
3	Inter-CEC	Board of Intermediate	Sri sai varsa jr.college Anantapuramu	2010-2012	70%
4	SSC	Board of Secondary Education	Z.P.High school , Tarimala	2009-2010	50%

Technical Skills

- Tally
- . **MS-Office**: MS Word
- **Type Writing** Outlook
- . **C& C++**
- Typing skills – 30 wpm
- Excellent spelling and grammar skills
- .**NCC, NSS**

Core Competencies

- organizational and planning skills
- teamwork
- communication skills
- data collection and management
- attention to detail
- problem-solving
- confidentiality
- reliability

Personal details

Name : PEDDAKKA. S

Father : B.Narasimhudu

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Languages Known: English, Kannada& Telugu

Work Experience : 2 Years in Tally and 1 year in Data entry

Declaration:

I hereby declare that all the above furnished information is true to the best of my knowledge and if given an opportunity I promise to give the best abilities to the organization.

Date :

Signature

Place: Anantapur

A handwritten signature in blue ink that reads "S. Peddakka". The signature is written in a cursive style and is placed on a light blue rectangular background.