

## CURRICULUM VITAE

R .Manoj. Rao  
C/o Rdt Station Master  
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Ramnagar District  
Channapatna- 562160  
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### **CAREER OBJECTIVE:**

To be part of an organization which uses my skills and expertise in its process of growth, challenges and changes, while giving me ample opportunity to learn and enrich my competencies, So as to make meaningful and substantial contribution

### **EDUCATION PROFILE:**

<b>Qualification</b>	<b>Board/University</b>	<b>Year(S)</b>
B.Com	Shri Krishna Devraya University A P	1996-97
P.U.C	Madhya Pradesh ( M P Bhopal)	1991-92
S.S.L.C	Madhya Pradesh ( M P Bhopal)	1988- 89

### **SKILLS PROFILE:**

Programming Languages: Tally ERP 9

Operating System: Windows Family.

Software Packages: MS Office, Knowledge of Internet

### **STRENGTHS:**

- Have a positive outlook towards life and brimming with self – confidence.
- Ability to work in team and quick self-learning capabilities
- Highly committed towards the assigned responsibilities.
- Zeal to learn.
- Capable of handling stress and delivering results as per deadline.

### **Work Experience:**

Total Number of Years of relevant work experience:

<b>Company</b>	<b>Designation</b>	<b>Tenure</b>
Maya Organic Support Services	Accountant cum Cashier	Ten years & Nine Months
Bank of India ( Officers Association Office )	Office Assistants	Three months on a part time basis

**RESPONSIBILITIES:**

- Maintaining Day to Day Accounts
- Responsible for Making Invoices
- Proficient in Purchase & Journal Entries
- Preparation Of Weekly & Monthly Reports
- Petty Cash
- Preparing Salary Statement
- Account Payable /Accounts Receivable
- Statutory Related Works ( PF, PT, ESIC, TDS)
- Vat Returns
- Proficient in BRS
- Vendors Reconciliation
- Gst

**Professional Training****ACCOUNT HOUSE (BANGALORE)**

<b>PERSONAL PROFILE:</b>
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Name: R Manoj Kumar Rao

Date of Birth: 08-06-1973

Father's Name: Late R .Srinivas Rao

Gender: Male

Nationality: Indian

Salary Drawn: Rs. 20500/-

Languages Known: English, Telugu, Kannada, and Hindi.

Hobbies: Listening Music, Watching TV, watching cricket, playing caroms

<b>DECLARATION:</b>
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I here by declare that the above-mentioned information is correct up to my knowledge.

**Place: Channapatna -562160**

**Date: 04.07.2019**

(R. Manoj Kumar Rao )