

T. NAVEEN KUMAR

H. No.8-5-186, Mallikarjuna Colony, Old Bowenpally, Secunderabad-11

Mobile: 70369 19079

Mail Id: taklanaveenkumar@gmail.com

QUALIFICATION

- *B.Com from LAL Bahadur Degree College -O.U-2011.*

WORK EXPERIANCE

- *Total Work Experience: 2.7 Years in “Accounting ”*
- *Presently I am Working as an “Accounts assistant” in S.N Electricals*
- *Location: Hyderabad*

Responsibilities

- *I Will Enter the Business transactions in Tally through Function keys like Purchases, Sales, Purchase returns, Sales returns, Cash receipts and Cash payments.*
- *Creating Accounts in Tally for New Customers and Suppliers, New Assets and Liabilities, New Expense and Incomes.*
- *I Prepare Contra Entry When the Cash deposited into bank and Cash withdrawn from bank.*
- *I Will Prepare Journal Entries like Accrual Entries, Adjustment Entries, Transferring Entries, Closing Entries and I will post them in Journal Proper*
- *Updating Customer Accounts and Suppliers Accounts immediately Against Cash Receipts and Cash Payments.*
- *Verifying Bank Statement through Online and also preparing BRS Everyday.*
- *I Prepare Trading Account, P&L Account and Balance Sheet.*
- *I Will Prepare Source Documents like : Purchase order for required Goods, Invoice for Sales, Debit note for Purchase returns, Credit note for Sales returns and Delivery challan if the goods sent out side for any Reason.*

TECHNICAL SKILLS

- *Operating systems : Windows 98, 2000, XP*
- *Ms Office : MS- Word, Ms-excel.*
- *Packages : Tally Erp9*

PERSONAL DETAILS

Name : T. Naveen Kumar
Father's Name : T. Mallesh
Date of Birth : 12-11-1988
Gender : Male
Nationality : Hindu
Languages known : English, Hindi, Telugu
Permanent Address : H. No. 8-5-186, Mallikarjuna Colony,
Old Bowenpally, Secunderabad-11

Place: Secunderabad

Date: (T. Naveen Kumar)