

Rayabandi Chaithanya

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SUMMARY

- Seeking a dynamic role in a technical organization to leverage and further develop my skills, contribute to institutional goals, and achieve excellence through hands-on experience.

SKILLS

- Microsoft Office
- Tally
- GST Accounting

EXPERIENCE

Audit Office <i>Accountant</i>	Malkajgiri, Telangana 1 Year
<ul style="list-style-type: none">Executed all accounting transactions and maintained financial records.Conducted monthly, quarterly, and annual financial closings.Engaged with clients to address and resolve queries.Recorded and documented financial transactions accurately.Reviewed and electronically filed clients' GST Returns.	
Queen Mary College <i>Administrative Coordinator</i>	Secunderabad, Telangana 1 Year
<ul style="list-style-type: none">Streamlined administrative processes and operations.Oversaw budgeting, policy implementation, and event management.Addressed and resolved conflicts and operational issues.	
Vidya Vihar High School <i>Primary Teacher</i>	Secunderabad, Telangana 3 Years
<ul style="list-style-type: none">Delivered comprehensive subject instruction and prepared engaging lesson content.Developed lesson plans and created educational resources.Designed and graded assignments to assess student progress.	

EDUCATION

Railway Degree College, Osmania University <i>B.Com (Taxation)</i>	Hyderabad, Telangana 2012-2015
Railway Junior College, Board of Intermediate <i>M.E.C</i>	Hyderabad, Telangana 2010-2012
Nehru High School, Board of Secondary <i>S.S.C</i>	Secunderabad, Telangana 2009-2010

LANGUAGES

English, Telugu, Hindi