

Rayabandi Chaithanya

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Address: H. No.: 23-71/6/1, R.K Nagar Colony, Malkajgiri, Secunderabad-500047

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

Malkajgiri, Telangana

Accountant

1 Year

- 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

Secunderabad, Telangana

Administrative Coordinator

1 Year

- Streamlined administrative processes and operations.
- Oversaw budgeting, policy implementation, and event management.
- Addressed and resolved conflicts and operational issues.

Vidya Vihar High School

Secunderabad, Telangana

Primary Teacher

3 Years

- 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

Hyderabad, Telangana

B.Com (Taxation)

2012-2015

Railway Junior College, Board of Intermediate

Hyderabad, Telangana

M.E.C

2010-2012

Nehru High School, Board of Secondary

Secunderabad, Telangana

S.S.C

2009-2010

LANGUAGES

English, Telugu, Hindi