**First Name of Application CV No 1680228**

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To,  
The Manager,  
HR Department.  
  
**Subject:** Application for a suitable post in your esteemed organization.  
  
Dear Sir/Madam,

I, completed My M.B.A in Finance from Omega Pg College, Osmania University, Hydrabad. I am writing this letter for your kind consideration regarding suitable post in your esteemed organization. I am interested to serve your organization in order to expand my knowledge levels.

If you have given an opportunity, I will work with dedication to contribute my fullest for the growth of the organization. I wish you kindly oblige and consider my application favorably.  
I am enclosing a copy of my Bio-data for your consideration.

**OBJECTIVES**

|  |  |
| --- | --- |
| **Personal Details:**  Gender: Male  Marital Status: Married  Nationality: Indian  DOB: 10/06/1988  **Languages Known:**  English, Hindi&Telugu. | EXPERIENCE: 1) Accounts Assistant cum Accounts lecturer from May 2012 till May, 2013 in Ramakrishna Degree & PG College, Korutla.  2) Cashier cum Cleark from June 2013 till August, 2013.  3) Currently working as a “Accounts Assistant WORK UNDERTAKEN ARE:  * + Reconciles processed work by verifying entries and comparing system reports to balances.   + Preparation of Accounts   + Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.   + Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.   + Maintains accounting ledgers by verifying and posting account transactions   + Verifies vendor accounts by reconciling monthly statements and related transactions. |

Inculcate on scientific technology, research skills and expertise, to enhance my potential and vision for future and understand the impact of future corporate trends. To serve the organization with creative ideas and contribute towards the growth by using my qualification coupled with hard work and sincerity.

# EDUCATIONAL QUALIFICATION:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field of Study** | **Board/University** | **Specialization** | **Year** | **Grade %** |
| M.B.A | OSMANIA UNIVERSITY | Finance | 2011 | 70 |
| B.COM | KAKATIYA UNIVERSITY | Accounting | 2009 | 75 |
| INTERMEDIATE  or (10+2) | State Board A.P | C.E.C | 2006 | 85 |
| S.S.C | State Board | X | 2004 | 78.6 |

# COMPUTER KNOWLEDGE:

* Tally and Foucs and MS-Office.

# **AREAS OF SPECIAL INTEREST:**

* Reading,Net Surfing,Listening Music.

# PERSONALITY TRAITS:

* Sincere, Punctual, Co-operative and Versatile
* High degree of confidence, positive attitude, good team spirit and hard working capability
* Easily adaptable to changing work environment.

# DECLARATION:

I declare that the information given above is true to the best of my knowledge and belief.