Polu

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**Career Objective:-**

Looking for a challenging and progressive career in Finance/Payroll-Accounts/Marketing/Admin in a professionally managed organization to utilize my academic qualifications, experience and interpersonal skills effectively and enable me to make a positive contribution towards the growth of the organization.

**Summary of Experience: (since 2014 till date)**

Worked as an Accountant in **Sri Sri Tractor parts** at Karimnagar, from July 2014 to Dec 2016.

**EXPERIENCE/ACHIEVEMENTS**

* Data Book updating and preparation of journal, Receipt and Payment Vouchers.
* Handling Cash and maintaining petty cash book.
* Document Controlling
* Data entry of daily expenses and income as per the sales and purchase of the dealer
* Verifying of Vendors Bills and payment
* Cheque Receivables and depositing in bank.
* Data Entries – Purchase, Payment & Receipt, Journal Entry and Handling Petty Cash.
* Inventory report of stock inward and outward
* Maintaining stock as per inward purchase and outward sales.
* Depositing cheque in bank and maintaining finance as per the cheque issued and balance as per bank.
* Making purchase requisition and store requisition as per project requirement and Preparing material transfer note
* Follow up Local Purchase Order, Chasing Supplier for delivery and preparing Goods Received Voucher after inspection.
* Preparing Inventory Report (Inward and Outward)
* Preparing Monthly Progress Report of stock statement, profit and loss account, material consumption report, sub contractor payment as per project progress and scaffolding status.
* Daily reporting to Accounts Manager.
* Assisting and taking various reports for audit accuracy.
* Daily reporting to senior officials

# Educational Qualification:

* Master of Commerce (M.com) from Osmania University

(Year of Passing 2014 -59%)

* Bachelor Degree in Commerce (B.Com) from Kakathiya University

(Year of Passing 2010 - 54%)

* Intermediate +2 (C.E.C Group)

(Year of passing 2007 -51%)

* Secondary School Certificate (S.S.C.)

(Year of Passing 2005 - 55%)

**Computer and Technical Skills:**

* Tally ERP 9.0 (Accounts Package)
* Microsoft Office (Excel, Access, Word & PowerPoint, outlook) (XP Professional, Windows 7, Windows 8).
* Internet Skills – Email Communications.

**Summary Of Skills:**

* Good Presentation skill
* Good team worker & Hard working nature
* Quick Learner