**RESUME**

**CHENIMENI**

**CHENIMENI.360097@2freemail.com** **.**

**CARRER OBJECTIVES:-**

I would like to build my career in a professionally managed organization where I can update, share and contribute my knowledge for the development of the organization and of self.

**WORK EXPERIENCE:-**

**1) Worked as an Accountant in b.seenaiah company project limited. From October 2013 to July 2016.**

**JOB RESPONSIBILITIES:**

* Maintaining books of accounts i.e. Cash book, Bank Book, Debtors and Creditors Ledger, Sales & Purchase Register, create debit notes and credit notes.
* Handling of cash and Bank transact actions. Verifying sub contractor bills and checks preparing creditor bills. Verifying all bills and invoices, preparing monthly mis reports.

**ACADEMIC PROFILE:-**

* MBA Specialized in finance from kakathiya university, warangal in 2010.
* B.com from Govt Degree College, Rayachoty in 2007.
* Intermediate from Govt junior College, Rayachoty in 2004.
* S.S.C from Sree venkateswara high school, Ramapuram in 2001.

**STRENGTHS:-**

* An aggressive and optimistic approach towards a challenging job and commitment to do that job.
* Comprehensive problem solving.

**COMPUTER KNOWLEDGE:-**

* **Operating System**: WINDOS-95, 98, 2007& XP.
* **Packages**: Oracle erp Foxpro tally7.2 Ms-Excell.

**DECLERATION**

 I here decelerate that all the above furnished details are true to the best my knowledge and belief.