Curriculum

Vitae **Chiranjeevi**

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| Name CHIRANJEEVI  [CHIRANJEEVI.374473@2freemail.com](mailto:CHIRANJEEVI.374473@2freemail.com) |  |

**Objective:-**

Seeking a challenging position in the relevant fields to apply my innovative and problem solving skills for the organizational growth and to achieve it is objects.

**Career Précise:-**

* Nearly 1 years of rich experience in the area of Finance & Accounts, Fund management and Team management.
* Proficiency in managing financial accounting, receivables and payables management, bank reconciliation statement.
* Possess significant leadership experience resulting in better financial performance and enhance systems for the higher performance of the team.
* An effective communicator with excellent relationship building & interpersonal skills with proficiency in explaining the complex financial data.

**Capabilities:-**

* Proficient in independently designing and implementing strategies.
* Ability to quickly learn and demonstrate.
* Goal oriented, self driven and confident.
* Fast learner and enjoy a learning environment.
* Interpersonal and Communication skills with good executing knowledge.

**Professional Experience:-**

**Company Name ‘RELIANCE DIGITAL STORE'**

Leading Digital Company, having its Registered Office in Hyderabad and its Branches all over

India, Head Office Is Locted at Mumbai.

**Designation: Cashier**

**Period From June’ 2013 to July’ 2016.**

**Reporting to Commercial Manager.**

* Billing the Customers Picking Products and enter the Customers details.
* Maintain the Financial Statements,Call logs for any Problem in the Store.
* Maintanance of Cash Handling at the time of Billing and Closing the Store.
* To report the hourly sale report into the specified format.
* I can motivated to the salesperson add to insurance to the products.

**Company Name ‘SPANDANA SPHOORTY FINANCIAL LIMITED COMPANY’**

Leading Micro Finance Company, having its Registered Office in Hyderabad and Branches all over India, executing credit loans to the small scale industries.

**Designation: Finance Executive.**

**Period From July’2016 to August 2017.**

**Reporting to Finance Manager.**

* Preparation of branch wise profit & loss account, Balance Sheet, Cash Flow and supporting schedules.
* Inter Branch Reconciliation on Monthly Basis.
* Supplier Reconciliation on Monthly Basis.
* Maintaining of Fixed asset ledger and timely preparation of depreciation cycle.
* Preparation of employee end service benefits such as leave salary, settlement of PF.
* Maintaining of cash and Banking Transactions.
* Ensuring update of Purchase, Sales, Cash and Bank Transactions, General ledgers.
* Reconciliation with Cash, Bank, Credit Card, Inter Groups & Corporate office.
* Preparation of Ageing Analysis like Creditors, Debtors; Handling to the supplier, and arrangements for the payments.

**Computer Knowledge:-**

* Database : Oracle 11g.
* Operating System : Windows10.
* Packages : Ms- Office, Ms – Word Ms – Excel, Ms – Power point.
* Accounting software - Tally ERP 9, Focus, Wings2000IL.
* Internet : Browsing the Internet, E mail, Net Solutions.

**Professional Development:-**

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| **SN** | **COURSE** | **UNIVERSITY / BOARD** | **YEAR OF PASSING** |
| 1 | MASTER OF BUSINESS ADMINISTRATION ( FINANCE ) | JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY. HYDERABAD. | JUNE 2012 |
| 2 | BACHELOR OF COMPUTER SCIENCE (Degree) | KAKATIYA UNIVERSITY, WARANGAL. | MARCH 2010 |
| 3 | INTERMEDIATE ( Junior College ) | BOARD OF INTERMEDIATE EDUCATION. A.P. HYDERABAD. | MARCH 2007 |
| 4 | SECONDARY SCHOOL CERTIFICATE | BOARD OF SECONDARY EDUCATION. A.P. HYDERABAD. | MARCH 2005 |

**Personal details:-**

Marital Status : Single.

Nationality : Indian.

Language Known : English, Hindi &Telugu.

Hobbies : Listening and singing songs.

Visa Status : Visit Visa (expiry date 23rd January, 2018).

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.