**CURRICULUM VITAE**

**ANJANEULU**

**Accountant with India Experience**

D.O.B.: 17-oct-1987

Nationality: India

Location: Hyderabad , India

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**Objective**

 To pursue and excel in a growth oriented organization in order to utilize my skills and experience

for the growth and prosperity of the organization which will simultaneously facilitate my career

and professional growth**.**

**Work Experience**

**Company Name : VINTEL SOLUTIONS Pvt. LTD. Chennai.**

**Position Held** **: Accountant /Audit**

**Duration :** **August 2014 onwards**

**Responsibilities**

* Responsible for entire Accounting / Document Management and clerical jobs of the company.
* Recording of expenses & Purchases and materials delivery.
* Make profit & Loss report and submit to the Manager.
* Analyze cash flow and suggest effective method to increase the profitability of the organization.
* Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time,when required by the relevant employees.
* Installation and back up of Tally.
* Urgent maintenance of computer hardware and software upgradation etc.
* Maintaining the books of accounts up to finalization.
* Receipt, issue and inventory control of material.
* Bank deposits, Payments and reconciliation.
* Preparation of Month end reports, Year end reports.
* Evaluate monthly profit and loss account.
* Checking vouchers with supporting documents.
* Checking all the tax related documents.
* Correcting the ledger accounts.
* Preparation of Vouching Notes.
* Preparation of Depreciation statements.

**Educational Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Course** | **Stream** | **University** | **YEAR OF PASSING** | **PERCENTAGE** |
| 1 | Master of Business Administration | Finance | Osmania University | 2012 | 68.72% |
| 2 | B.Com | Commerce | Osmania University | 2009 | 58.00% |
| 3 | Intermediate | CEC | Board of Intermediate | 2006 | 50.00% |
| 4 | Xth  |  - | SSC | 2004 | 45.00% |

**Trainings Obtained**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training/ Seminar** | **Conducted by** | **Duration** | **Status** |
| Diploma in office management & Financial Accounting – Tally 7.2, Peachtree, Dac Easy,Tata – ex | Microspace Information Technology | 12 Weeks | Completed |
| Tax Practicing and Accounting | Tax Study centre | 1 Semester | Completed |

**Computer skills**

Microsoft office, Tally, Peachtree, Customized Account Management software

**Personal traits**

Ability to learn things fast

Takes responsibility, creative

Self confident with positive mind set

**Languages Known**

**English –** Excellent reading, writing and speaking

**Hindi –** Excellent reading, writing and speaking

**Other interests**

Bike Riding, watching YouTube videos, Gadgets freak

**DECLARATION**

 I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Hyderabad **ANJANEYULU**

Date: