**CURRICULUM VITAE**

**VENKATESH**

**C/o-Mobile:+971 504973598**

**Email:** **venkatesh.379145@2freemail.com**

**Objective:**

To contribute and serve for the ever growing management which can professionally manage, which can effectively exploit my capabilities and talent for its growth.

**Work Experience:**

Worked as an Accounts Assistant” from September 2011 to May 2014 in

Al Safeer Super Market Doha-Qatar.

 Worked as an Accounts Assistant cum Office Assistant from September 2014 to January 2016 in Makers House Trading co llc Sharjah, UAE**.**

**Work Profile:**

* Processing account payables and receivables as needed.
* Maintaing accounting documents and record.
* Contacting vendors regarding invoicing issues, payment problems and discrepancies.
* Preparing bank deposits,general ledger postings and statements.
* Managing petty cash transactions.
* Making bank deposits and keep up records.
* Verify all transactions related to Sales and Inventory.
* Assisting with general accounting and month-end closing.
* Providing clerical support to accounting staff.
* Managing documentation and report preparation.
* Posting supplier invoices to the account system.
* Assisting with processing of sales invoices,debtors statements and cash receipts on total package.
* Preparing Debit and Credit notes.

**Qualifications:**

* Bachelor of commerce from Kakatiya University in Warangal.
* Board Of Intermediate (CEC).

**Technical Skills:**

* Complete Knowledge of Microsoft Word & Excel.
* Complete Knowledge of computer &Internet.
* Accounting Software Knowledge of Tally.
* Typing Speed in Lower.

**Strengths:**

* Positive attitude
* Learning new things and constantly upgrade my skills
* Ability to work Team and also individually

**Personal Profile:**

Date of Birth : 26th Jan, 1983

Marital Status : Married

Languages Known : English, Hindi and Telugu

**DECLARATION:**

I hereby declare that all the above information is true and correct to the best of my knowledge.