** Curriculum Vitae**

**SANAULLA**

**E-mail id:** **sanaulla.381683@2freemail.com**

**SUMMARY**

* Employed with **Shree Srinivasa Transport Co.,** as an **Accountant-cum-Cashier**, India.
* Skill in exercising initiative, judgment and decision making in solving problems and meeting organizational objectives.

**OBJECTIVE**

* To associate myself to work in the reputed organization that gives scope to update my knowledge and skills in accordance with latest trends and be a part of team that dynamically works towards growth of organization.

**WORK EXPERIENCE**

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| 01-nov-2014 to 10-may-2018. |
| **ACCOUNTANT & CASHIER**Shree Srinivasa Transport Co.,.**JOB RESPONSIBILITIES:*** Welcome the vendors with a smile as they enter into premises
* Proactively ask vendors how they can be assisted
* Provide vendor with information that they need
* Explaining the charges applicable for the transport of their goods
* Collecting the cash and recording it into the books.
* Reconciling the amount collected with the invoices issued
* Providing the reports to the Manager at the end of the day.
* Ensuring all the requirements are met as per the need.
* Payment of taxes as per the rules of the Local Government
* Train the other workers to work as a cashier
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 **EDUCATIONAL QUALIFICATION**

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| **Bachelor of Commerce, B.COM computers** KAKATIYA UNIVERSITY,  WARANGAL, INDIA, Graduated April 2013. |

**COMPUTING SKILLS**

Tally ERP 9

MS Office

Advance Excel s

**PERSONALITY TRAITS**

* Strong leadership and motivational skills
* Ability to handle pressure
* Excellent in communication both in written & verbal
* Ability to handle the team
* Good Analytical and presentation skill.

**INTERESTS**

* PLAYING CRICKET & CARROMS , SWIMMING

**PERSONAL DETAILS**

Date of Birth : 20TH June, 1993

Marital status : Married

Languages Known : English, Hindi, Telugu and Urdu

Nationality : INDIAN

License : Light Indian driving license & International Driving Permit.

**Professional flexibility:**

Willing to travel, relocate or work overtime if the work obligations demand so.