**SONY**

Email: sony.383092@2freemail.com



**CARRER OBJECTIVE:**

To seek challenging avenues in the Organization where I can exhibit my skills, implement my knowledge and to perform the given task, where my experience matches the organization need with the development of my career.

**PROFESSIONAL SUMMARY:**

Good grasping power and technical skills.



Proficient with **Microsoft Office** applications such as Word,Excel,Outlook.



Ability to handle crunch situations.



Flexible and versatile to adapt to any new environment and work on any project.



Excellent verbal and written communication and client interfacing skills.



Smart worker as well as hard worker.



**EDUCATION :**

|  |  |
| --- | --- |
| **Masters of Business Administration (MBA in Major Finance and Minor HR )** | **(2012-2015)** |
| **Kshatriya College of Engineering,Armoor,JNTU-HYD.** |  |
| **Bachelor of Science**(**B.Sc** in **Computers**) | **(2008-2012)** |
| **Narendra Degree College,Armoor,Osmania University.** |  |



**ACADEMIC PROJECT :**

**"EBIT-EPS analysis “With special reference to Birla and JK Cement corporations)**



**WORK EXPERIENCE:**

**Vishaka High School,Nizamabad-INDIA**

**Sep 2017 to Mar 2018**

**Office Admin Cum Accountant Asst.**

***Roles and Responsibility’s***

***Office Admin***

* Responsible for organizing files, collecting and managing **data** to be entered into the computer.
* Manage student data base system.
* Undertaking routine telephone duties, taking messages, noting appointments and other reception duties.
* Enrolling stundents.
* Maintaining record systems,posting data.
* Maintaining classroom equipment and furniture & fixtures.

*1*

***Accountant Asst***

* Excellent in working with Tally ERP 9.
* Posting of sales and purchases payment vouchers.
* Responsible for bill verification and payment to vendors
* Responsible for preparation of Bank Reconciliation Statement
* Responsible for petty cash handling
* having good knowledge in Payroll Processing.
* Able to go to banks and other activities as required.

**Shambhavi High School -Nizamabad,INDIA**

**Oct 2015 to Apr 2016**

**Data Entry Operator***.*

***Roles and Responsibility’s***

* Responsible for entering **data** into different computer databases, manage and maintain effective record keeping.
* Transfer data from paper formats into database systems
* Type in data provided directly from students or other parties
* Create and manage spreadsheets with large numbers of figures
* Verify data by comparing it to source documents
* Update existing data
* Produce reports
* Retrieve data as requested
* Perform regular backups to ensure data preservation

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| **Tools** | **:** MS OFFICE,Advance Excel |
| **Softwares** | **:** Tally ERP 9 |
|  |  |
| **PERSONAL DETAILS:** |  |
| Name | : Sony |
| Gender | : Female |
| Nationality | : Indian |
| Marital Status | : Married |
| Date Of Birth | : 23-02-1991 |
| Languages Known | : English,Hindhi and Telugu |
| Visit Visa Status | : 13-Nov-2018 |

*2*