**CURRICULUM VITAE**

**(Accountant) – On Visit Visa (UAE)**

Renuka

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# Academic Achievement

* S.S.C. – 51.00%
* H.S.C. (CS) – 42.00%
* B.Com (Vocational) – 60.00% (First Division)
* M.Com (Commerce) – 46.30% (Second Division)
* P.G. Diploma in Computer Application - 69.16% (First Division)
* Typing Lower Grade 30 W.P.M

**Experience**

1. Worked as a Junior Assistant at Cognizant College of Commerce and

Science at Ameerpet, Hyderabad **[18th January 2013 and 17th January 2014]**

1. Worked as a Accounts Assistant Australian College of Business and Management at Ameerpet, Hyderabad **[February 2014 to March 2015]**
2. Worked as a Accounts Executive at Wellness Hospital Ameerpet, Hyderabad

## [August 20th 2018 to 15th May 2019]

**Worked At**

Worked as a Data Entry at Karvy, Madhapur Hyderabad **[6 Months Target Based]**

Worked as a Data Entry at Prabhan Solution Pvt Ltd, Ameerpet, Hyderabad.

## [6 Months Target Based]

Worked as a Front Office at Delloite E Block and A, D Block at High-Tech City Hyderabad **[1 Year]**

Worked as a Health Products Sales person Part time Business Tianshi Pvt. Ltd at Luxor Park, Banjara hills, Hyderabad **[ 1 ½ Year ]**

Worked as a Accounts at Bosch Showroom at Balanagar, Hyderabad **[3 Months]**

Worked as a Accounts at Ganga Jewelers at KPHP Hyderabad **[3 Months]**

# General Awarenes

**» MS OFFICE Package:** Word, Excel, PowerPoint, Access, Office.

**» TALLY ERP 9:** Journal Entry’s, Bank Receipts and Payments, Purchases, and Sales, Cash Voucher entries, Bank Voucher entries, Insurance Bills, Final Bills.

## » Cash Handling, Cash Process, Cash Inflow, Cash Outflow Filing, Salary Preparations, Salary Issued, Book Keeping, Cash Tractions.

**» DTP – Photoshop**

**Languages Know**

* English (Writing, Reading, Understanding, Speaking)
* Hindi (Writing, Reading, Understanding, Speaking)
* Telugu ( Writing, Reading Understanding, Speaking)

# Hobbie

* Listening Music
* Dancing
* Cooking
* Reading Books
* Browsing

# Skill

* Positive Attitude
* Zeal to learn
* Easily adaptable to any work conditions
* Good work control under pressure