NAGENDRA DUBAI, U.A.E. E-mail: [nagendra-393790@2freemail.com](mailto:nagendra-393790@2freemail.com)

OBJECTIVE (ACCOUNTANT)

To obtain an Accountant position by adding value through utilising my superior knowledge prospecting and calculation abilities in the business and build up a career in a reputed concern. Where I can utilise my skills and experience from Asian Gold 10-D Private Limited, Hyderabad, acquired practical knowledge in tally applications and implementations.

WORK EXPERIENCE

Accountant and Store In charge in Hyderabad from 1/06/2018 to31/5/2019.

**Duties in Firm:**

* Maintain all accounting voucher entry.
* Maintain Bank Reconciliation.
* Maintain day to day accounts.
* Coordinate monthly payroll functions for employees.
* Maintain store activities.

EDUCATIONAL QUALIFICATIONS

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| --- | --- | --- | --- |
| **SUBJECT** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| MBA(finance) | BVCITS – affiliated by JNTUK | 2018 | 71% |
| B.COM(Comp) | SBMM degree College affiliated AKNU | 2016 | 65% |
| INTERMIDIATE | VIDYANIDHI Jr College (Board of Intermediate) | 2013 | 77% |
| SSC | KENNEDY CONVENT (Board of Secondary Education) | 2011 | 85% |

TECHNICAL SKILLS

* MS WORD
* MS EXCEL
* TALLY ERP 9

**INTERNSHIP EXPERIENCE**

* **Topic** : WORKING CAPITAL.
* **Duration** : Four weeks.
* **Venue** : Godavari Delta Paper Private Limited.

**EXTRA-CURRICULAR ACTIVITIES**

* I have attended workshop on “Business model innovation – current drivers” by i2E at GITAM UNIVERSITY, Visakhapatnam.
* I was an active member of “HORIZON-2K17” BVCITS College, in the event of College.
* I have been a volunteer at Sahaya Foundation
* Active participation in school and college, personality development activities.
* Active participant in Cultural Programs

**LANGUAGES KNOWN**

* TELUGU
* ENGLISH
* HINDI

**STRENGTHS**

* Hard working and good communication skills.
* Adaptable to changes and new situations.
* Enthusiastic to learn new things.
* Mingle with others easily.
* Optimistic Attitude.
* **Self confidence.**

**PERSONAL DETAILS**

My Date of birth : 04-Aug-1996

**DECLARATION**

I hereby solemnly declare that the above furnished details are true to the best of my knowledge and I assure that I would put all my abilities and efforts to maximize my usage to the company for safe development.

**( NAGENDRA)**