DORA

DORA.362528@2freemail.com

**CAREER GOAL:**

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 To be a Skilled Financial Accountant with high level of Professional Ethics, Specialized in accounts maintenance, reporting and analysis of accounting data.

**HIGHLIGHTS:**

* Financial Statement analysis
* Accountant reconciliation expert
* General Ledger Accounting
* Effective Time Management
* Expert in Tally
* Good Knowledge in Excel, Word..

**ACHIVEMENTS**

* Good Knowledge acquired in H & S Management System.
* IOSH Management Ltd, UK.
* Level-2 Award in principles of Risk Assessment.
* Participated In The NEBOSH (IGC)

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor of ( (B.com Computers ) from Adikavi Nannaya University, Rajamahendravaram.
* Practical Training in Financial Management

**EXPERIENCE SUMMARY:**

**Maintaining Accounts, Inventory & Logistics coordinator, document controller**

From **05/2016 to 02/2017**

**Sri Chaithanya Educational Institution- Hyderabad, Telangana**

**PERSONAL DETAILS:**

* Nationality : Indian
* Date of Birth : 13-02-1995
* Marital Status : Single
* Languages : English, Hindi, Telugu

**DECLARATION:**

* I hereby declare that the information furnished above is correct to the best of my

 Knowledge and belief.