***CURRICULUMVITAE***



***Hari***

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***■Summary***

* *HighlyorganizedanddisciplinedAccountingClerk,capableofundertaking accountingclericalfunctionsefectivelyandaccurately,usingwide-range knowledgeofMicrosoftOficesoftwareenvironmentandoverthreeyearsof experienceincorporatemanagementsystemtools.*
* ***Objective–****Seekingapositionasaclerkinanoficeenvironmentwherethere****’****sa**needforclericalassignmentsincludingcustomerservicerolesanddata management,usingvarioussoftwareapplications.*

***ProfessionalQualifications***

***Proficiencies***

* *Softwareapplications****–****[Maximo].*
* *MicrosoftOfice****–****Excel,Word,*

***EducationalQualifications***

* *B.Sc.(M.P.C.)****–****Telangana*
* *CompletedIntermediatefromBoardofIntermediateEducation****–****Telangana*

***KeySkils***

* *Accuracy****–****atentiontodetail.*
* *Excelentorganizationalskils.*
* *Rapidandaccuratetyping.*
* *Customer-serviceorientation.*
* *Teamplayer.*
* *Wilingtoworkinaflexibleschedulewithhighworkload.*
* ***Datamanagement.***

***WorkExperience***

***OperationClerk***

*ImdaadL.L.C.[JebelAli,Dubai.]*

*2015****–****Feb/2018*

***AccountingClerk***

*ShareMicroFin.Ltd.[Warangal,India]*

*2011-2012*

***AccountingWorkPerformance****:*

* *Compiled,sortedandfiledoficerecords,businesstransactions,bils,checksand*

*invoices.*

* *Maintainedandupdateddatabase,inventory,andmailingcorrespondent****–*** *manualyandelectronicaly.*
* *Maintainedandupdatedaccountingrecords,including****–****expenditures,receipts, invoices,payableandreceivableaccounts,andprofitandloss.*
* *Recordedtransactionsdebits/credits.*
* *Producedfinancialstatementsandpreparedreportsandsummariesforcorporate managers.*

***OficeWorkPerformance:***

* *Answeredanddirectedinboundphonecals.*
* *Acceptedanddeliveredmessages.*
* *Typeddocuments,dataentry,emails.*
* *Maintainedandoperatedoficeequipmentsuchas****–****fax,scanner,printer,voice mailandPCs.*
* *Coordinatedtravelarrangementsforcorporatepersonnel****–****Prepared,coordinated andorganizedmeetings,travelarrangementsandexpensesreports.*
* *Maintainedoficeschedulingandeventcalendars.*
* *Composed,typed,anddistributedmeetingagendasandminutes,routine*

*correspondence,andreports.*

* *HandlingovertimeandAdministration.*
* *Handilingmaterialsinstore.*
* *HandilingPetyCash.*

***PersonalDetails:***

*Nationality* *:Indian,*

*MaritalStatus:Unmarried,*

*DateofBirth* *:04/03/1991*

*LanguageKnown :English,Hindi,Telugu.*

***Declaration:***

*Iherebydeclarethattheabovefurnisheddetailsaretrueandbestofmyknowledge &belief.*