**MUNI SEKHAR PURRA**

Phone No**: +91-9666800696**

E-mail: pms9666@gmail.com

**Career Objective:**

“A position in an organization, where I can apply my skill and knowledge and contribute to the growth of the organization simultaneously achieving personal goal.”

**KEY SKILLS:**

**Role** **:** Finance & Accounts

**Profile** **:** Accounts Receivable, Accounts Payable, General accounting.

**EXPERIENCE:**

* WORKED AS A “ ACCOUNTANTS EXECUTIVE ” AT **MODY FORD DIV OF VSN COMMERCIAL PVT LTD.**.
* WORKED AS A “ASST ACCOUNTANT” AT **HERITAGE FOODS INDIA LIMITED**. (FINANCE & ACCOUNTS DEPT).
* WORKED AS A “ACCOUNTS OFFICER” AT **BRITISH PAINTS INDIA LTD (BPD)** (FINANCE & ACCOUNTS DEPT).
* WORKED AS “ACCOUNTS EXECUTIVE” AT **INOX LIESURE LTD** (FINANCE & ACCOUNTS DEPT)

**Work Responsibilities:**

* Reconciling entries and ensure that it is balanced between GL accounts on time..
* Passing the journal entries from one account to another account to balance the client accounts.
* Sending Reports on time & performing multiple GL tasks.
* Regular Updating Cash & Bank Transactions Assist in Process and Finalization of Accounting.
* Petty cash handling and reconcilation of cash and bank books.
* Accounts Receivable with proper narration on Daily basis.
* Invoice,MIRO posting & Export expense bill passing.
* Preparation of SOA of customer and vendor accounts.

**Additional responsibilities:**

* Sending daily and Weekly Reports of the process.
* Taking volume count & sending the Volumes reports.
* On job training for new joiners.
* Uploading People soft entries.

**Technical Skills:**

* OS: Windows, XP
* Microsoft Office: MS-Word, MS-Excel, and MS-PowerPoint
* Possessing a typing speed of 25+ wpms.
* SAP HANA Software.
* Oracle Software.

**Strengths:**

* Quick Learner.
* Ability to blend with the Team.
* Ready to take Additional responsibilities.
* A good Team player.

**Academics:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **University** | **Year of Passing** | **Marks (%)** |
| MBA (Finance) | Accord B’School,Tirupati | Sri Venkateswara Univarsity,Tirupati | 2014 | 70 |
| B.COM | Sree Bharathi Degree college, Piler. | Sri Venkateswara Univarsity,Tirupati | 2012 | 72 |
| Intermediate (Commerce) | Govt junior college, Piler. | Board of Intermediate Education AP | 2009 | 55 |
| SSC | ZPHS School, Kallur. | Board of Secondary Education AP | 2007 | 58 |

**Personal Profile:**

* Name : Muni Sekhar Purra
* Date of Birth : 22 Jan 1992
* Languages Known : English, Telugu,kannada.
* Nationality : Indian
* Marital Status : Married
* Sex : Male

**Declaration:**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

**Date :**

**Place : Bangalore [Muni Sekhar P]**