####  RESUME

**A. PRASAD Mail:** prasad199420@gmail.com

**Hyderabad Mobile No:** +91 9989928256

Objective

Seeking challenging environments that encourages continuous learning and creativity that provides exposure to new ideas which enhances personal and professional skills.

Educational Profile:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution/University** | **Year** | **Performance** |
| MBA(Finance) | Dravidian University | 2017 | 65% |
| B.Com (Computers) | Sri Ramakrishna Degree College | 2015 | 55% |
| Intermediate (CEC) | Govt junior college,Gospadu | 2012 | 63% |
| SSC | ZP high school Revanoor | 2010 | 60% |

Professional Experience:

I am working in **Bonsai Housing, Hyd**, as an accountant from 10th July, 2018 to till date.

Roles & Responsibilities:

* Handling day to day accounting transactions in Tally Erp 9.
* Reconciliation of Bank accounts.
* Handling daily Bank works and transactions.
* Reconciliation of Payables (Creditors) and Receivables (Debtors).
* Maintaining all records and vouchers.
* Prepare monthly reports of TDS and GST.
* Verification of GRN and GIN.

**Experience**

I have 2 years’ experience in accountant. I worked in Champion Bore Wells Engineering, Hyd, as an accountant from **10th** **June, 2017 to 30th June, 2018.**

Roles & Responsibilities:

* Maintaining day to day Sales, Purchase transactions
* Monthly Bank Reconciliation
* Manage of Day to Day Cash Transactions and Cash Reconciliation
* Reconciliation of Payables (Creditors) and Receivables (Debtors)
* Good knowledge in Bank works and transactions.
* Handling of Petty cash
* Maintaining Stock records & verification of stock.

Technical Skills:

* I have working experience with Tally ERP9 and MS Office(Word, Excel, Power point)

Personal Skills:

* Good observation, Good Analysis, Good Communication.
* Competitive and good problem analyzing and solving capabilities.
* Ability to work in team with diverse backgrounds.

Co-Curriculum Activities:

* Coordinator of the fresher’s and farewell party in Degree College.
* Participated in many curricular activities at Degree College.

Personal Details:

**Name :** PRASAD AMBARAPU

**Father’s Name :** SUBBARAYUDU

**Date of Birth :** 20-06-1994

**Sex :** male

**Marital Status :** Single

**Nationality :** Indian

**Languages Known :** English and Telugu

**Permanent Address :** A prasad,

 Gundupapala (V),

 Dornipadu (M),

 Kurnool (D).