**RESUME**

 **MACHARLA RAJU** Email Id:macharlaraju219@gmail.com

 Ph No: 9177198190

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| **CAREER OBJECTIVE** |

 To work with a progressive organization that gives me scope to apply my knowledge and skills
 towards success and growth of the organization and attain my career targets in the progress.

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| **Work Experience** |

 I worked as an Associate in **CHOLA BUSINESS SERVICES LTD**. Company Hyderabad from May-2017 to till date

 **Roles and Responsibilities in CHOLA BUSINESS SERVICES LTD. COMPANY:**

* Verification of documents and scrutinize the documents
* Ensuring Account Activation Process.
* Tele-calling for customers towards repayment reminders
* Prepare notices in mail merge & send to customers.
* Supporting the Back end operation in regional office like payments towards FI Agency, Employee Expenses and Courier Expenses.
* Initiation of FI to Field Investigation agency.
* Collection of FI reports from FI Agency and Intimate the status of FI report to Hub staff
* Maintaining the MIS related to FI agency

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| **Work Experience** |

I am working as an accountant in **SRI LEGEND CONSTRUCTIONS COMPANY** at Warangal from Dec-2018 to Still now.

  **Roles and Responsibilities in SRI LEGEND CONSTRUCTIONS COMPANY:**

* Payments entries.
* Receipts entries.
* Purchases entries.
* Sales entries.
* Contra entries.
* Cash handling.
* Money deposits and withdrawals in bank.
* Daily wages paid to daily labour.

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| **EDUCATIONAL QUALIFICATION** |

* Post Graduation : M.B.A in finance from KU college in Hanumakonda with an aggregate of 60%.(2014-2016)
* Degree : B.com(General) from Arts&science college in Hanumakonda with an aggregate of 60%. (2011-2014)
* Intermediate : Board of Intermediate Education from Govt:-Junior College Hanumakonda with an aggregate of 54.70% (2009-2011)
* SSC : board of secondary education Andhra Pradesh from Z.P.H.S with an aggregate of 53.50% (Passed-2009)

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| **TECHNICAL SKILLS** |

* Application Software : MS-Office- Ms Excel , MS Word,
* Script language : VBA Basic skills
* Tally : Tally Erp9
* Typing : 30 Words PM

**Highlights skills in work :**

* Excellent skills in Vlookup & Hlookup .
* Good knowledge in Pivot table, Conditional formatting, Format tables, Filtering.
* Good knowledge in MS - Excel, & word.
* Good graphical presentation.
* Strong Skills in excel formulas, reduce time consumption by using Excel shortcut keys.
* Good Typing speed 30 words per minute.
* Given descriptions particular reports.
* Excellent E-mail language.
* To have ability to work in pressure atmosphere.
* Good communication skills, team work & Quickly Understanding.
* Tallyerp9

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| **PERSONAL SKILLS** |

* Easily Adoptable to New Environment
* Quick Learner and Hard Working
* Ability to Work Efficiently in a Group
* Commitment at Work

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| **PERSONAL PROFILE** |

**Name** : RAJU.MACHARLA

**Father’s name** : SADANANDAM

**Mother’s name :** RAMA

**Date of Birth**  : 13-06-1994

**Marital status** : SINGLE

**Nationality**  : INDIAN

**Languages Known** : English and Telugu

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| **DECLARATION** |

 I hereby declare that the above mentioned information is correct up to my knowledge and

 I bear the responsibility for the correctness of the above mentioned particulars.

 **Date :**

 **Place : M.RAJU**