***RESUME***

**ALLU SURESH**

**Suresh.allu333@gmail.com**

**Cell: +91 9581091040**

***Career Objective:***

Looking forward to associate with a progressive Organization, where my skills and knowledge would be useful for the betterment in my professional career and to the organization.

***Work Experience:***

* Worked as a Asst. Accountant in **M/s. Dodla dairy limited** since Jun 2009 to Oct 2010.
* Worked as a Junior Assistant (Jr. Asst) in **M/s.** **Manappuram Finance Ltd** since Jun -2011 to Jan-2013.
* Worked as a Computer Operator in **NARAYANA e-TECHNO SCHOOL** at Bangalore RKLYT branch Since 28th Sep 2015 to 7th June 2019.

***Roles & Responsibilities:***

* Prepare journal entries and complete general ledger operations.
* Administer accounts receivable and accounts payable.
* Assist with payroll administration team
* Assist with preparation and coordination of the Stock audit process.
* Handling escalation mails with suitable resolution for customer’s complaints.
* Preparing the Reports relating to CCE Wise Performance.
* Motivating each team member, guiding, monitoring their performance.
* Monthly process wise metrics presentations for review.

***Technical Profile:***

* MS Office
* Tally ERP.9
* Knowledge in **MS-Excel** and well conversant with internet.

***Strength:***

* Attention to detail accuracy & work with Integrity
* Adaptability with positive attitude
* Commitment to work with team
* Interested in Learning and keeping myself updated

***Academic Qualification:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course | Institute | University/Board | Duration | Marks (%) |
| B.com  Intermediate  S.S.C | Mother Degree College  Kotanandur.  Mother Junior College  Kotanandur.  Z P High School | Andhra University  Board of Intermediate  Board Of Secondary  Education | 2005-2008    2003-2005    2002-2003 | 59%  69%  50% |

***Main Subjects in Academic:***

* Financial Accounting
* Quantitative Techniques
* Indu.Orgn.Management

***Personal Profile:***

Father Name : Naganna Dora

DOB : 20-JUN-1986

Marital Status : Married

Languages Known : Telugu, English.

Alternative Contact No. : +91 8660417160

Interests : Playing volleyball, Cricket & Cooking.

Permanent Address : Ko. Mallavaram, Tuni Mandal,

East Godavari Dist, Andhra Pradesh-533401

Reference : Would be provided on request

Date:

Place: **(ALLU SURESH)**