

RESUME

DHARANALA SAI MANI KANTA

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CAREER OBJECTIVE:

Desire to join a progressive organization that gives me scope to apply my knowledge and skills and to be that part of the team that dynamically works towards the growth of the organization.

EDUCATIONAL PROFILE:

S.No	Exam Name	Name of the Board / University	Year of the Pass	Percentage
1	10 th class	Board of secondary Education, AP	2010-2011	55%
2	Intermediate	Board of intermediate,AP	2011-2013	52.80%
3	Degree (B.com Computers)	Adhikavi Nannaya University, Rajhamundry	2013-2016	62%
4	MBA (Finance)	Adhikavi Nannaya University, Rajhamundry	2016-2018	63%

Computer Knowledge:

- MS OFFICE,
- INTERNET SKILLS and,
- TALLY ERP 9.4.

EXPERIENCE:

- I am presently working in **M/S VICTORY SAFE TRANSPORT SERVICES.**, as a **Accountant** from 01-06-2016 to till date at **Ravulapalem, E G .Dist**

RESPONSIBILITIES AND ROLES:

- Initializes computer with required systems software and operates computer systems as directed.
- Monitor computer and networks systems using operating systems utilize.
- Performs daily back up of systems.
- Hand less input and output media with due care for integrity of data and utility of media for subsequent use.
- Maintenance records required to supplement console log, including problem documentation and action taken computer utilization logs and files.
- Perform miscellaneous job related works as assigned.
- Attending of accounts work on Tally gold ERP 9.0 latest.

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HABBIES:

- Reading books,
- Watching television
- Playing cricket.

PERSONAL PROFILE:

Name	: DHARANALA SAI MANIKANTA
Father's Name	: SATTI BABU
Date of Birth	: 26-01-1996
Languages Known	: Telugu, English
Marital Status	: Un-Married
Nationality	: Indian
Religion	: Hindu

DECLARATION :

I declare, information and facts stated here in above are true to the best of my knowledge and belief.

Station: KOTHAPETA

Date:

(SAI MANIKANTA DHARANALA)