**SIRISHA KONURU**

PHOTO

**Mobile:**7345XXXX50

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**Address:** H No 105, Sector 10,

Ahmedabad, Gujarat 380014.

**CAREER OBJECTIVE**

Seeking an opportunity in an esteemed organization in the field of accounting where I can utilize my skills, knowledge and experience for the development of both organization and myself.

**ACADEMIC BACKGROUND**

* Bachelors in Commerce (B. Com) from HK Commerce college, Ahmedabad in 2019 with GPA 8.5
* Intermediate MPC from Triveni College, Ahmedabad in 2016 with GPA 9
* 10th Class from AIS school, Ahmedabad, in 2014 with GPA 8.7

**WORK EXPERIENCE**

Currently working as a Jr Accountant at Prathyusha Chemicals Pvt Ltd, Ahmedabad from March 2020.

**Key Responsibilities:**

* Posting Journal entries to ensure all business transactions are recorded
* Maintaining records like vouchers, bills, receipts and payments
* Updating accounts receivables and issuing invoices
* Preparing weekly and monthly reports
* Assisting in processing balance sheets, income statements and other financial statements
* Assisting senior accountants in the preparation of monthly/yearly closings.
* Assisting in preparation of salary statements, PT, EPF and ESIC returns.

**KEY SKILLS**

* Tally ERP
* Proficiency in MS Excel, Word & PowerPoint
* Petty cash management
* GST
* TDS

**PERSONAL INFORMATION**

DOB : 15 June 1998

Gender : Female

Marital Status : Unmarried

Father’s name : Kishore Babu

Languages Known : English, Hindi & Gujarati

Hobbies : Playing Chess & Listening to Music.

**DECLARATION**

All the above particulars furnished by me are true to the best of my knowledge and belief and I bear the responsibility for its correctness.

Place:

Date: Signature