**ANURADHA JAIN**

Photo

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Address: 8-125, Narayana,

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**CAREER OBJECTIVE**

To obtain an entry-level position in a progressive organization that offers many opportunities to develop and utilize my skills for the growth of the business and myself.

**EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | **Institution** | **Year** | **Marks** |
| M.B.A | Osmania University | 2022 | 8.5 GPA |
| B.Com Computers | Vivekananda Degree College | 2020 | 8.2 GPA |
| Intermediate (M.E.C) | Sri Chaitanya Jr College | 2017 | 8.4 GPA |
| 10th Class | Brilliant Grammar High School | 2015 | 8.7 GPA |

**SKILLS**

* Ability to manage debtors and creditors payments.
* Ability to carry out bank reconciliations.
* Can assist management in tax audits.
* Awareness of TDS and GST filing.
* Able to co-ordinate various payments with banks.
* Excellent understanding of accounting.
* Good written and verbal communication skills.

**COMPUTER SKILLS**

* Advanced Excel.
* Microsoft visual basic
* Tally ERP-9.

**PERSONAL INFORMATION**

Date of birth : 05 Feb 2001

Gender : Female

Father’s name : Prashanth Jain

Nationality : Indian

Marital Status : Unmarried

Hobbies : Reading books, Listening to music

Languages Known : English, Hindi & Telugu

**DECLARATION**

I hereby certify that all the above given information is true to the best of my knowledge and I bear the responsibility for its correctness.

Place:

Date: Signature