RESUME

**G. Raja Sekhara Reddy** Email: [raja.reddy1688@gmail.com](mailto:raja.reddy1688@gmail.com) Contact No : 9182173177

Career Objective

As a experience I would like to work in a challenging environment to apply the best of my

knowledge and skills and to have a good career growth by working in an esteemed organization

Work Experience

* Have a 2 years of experience in saravanabhava educational service private limited.
* Have 2 years of experience in Amhata hydro Energy private limited.

Personal Competencies

* Computer skills ,Internet skills ,Hardworking skills, Team Handling Skills, Networking Skills,

Communication Skills, Presentation Skills.

**TECHNICAL SKILLS:**

* Basics of the computer
* MS office on windows
* Tally

Organization Details

* **Company Name:** Saravanabhava Educational Service Pvt Ltd.
  + **Designation:** accountant.
  + **Duration:** May 2016 to June 2018.
* **Company Name:** Amhata hydro Energy Private limited.
  + **Designation:** Accountant. (cost control and purchasing).
  + **Duration:** Nov 2018 to Sep 2020

**Job Roles &** **Responsibilities**

* Identifying the company needs and wants weekly and monthly.
* Cost controlling and minimize operating expenses.
* Bills receivables and payables.
* Preparing Ledger of all contractors and labors.
* Cash handling.
* Preparing the claims statement and sending the claims list to the head office.
* Participated in ppt on digital marketing

Achievements

* Volunteered the FEST in rise college of institutions 2016
* Attended for various colleges international fests
* **Master of Business Administration** on Finance and Marketing from **Rise Krishna Sai Prakasam Group of Institutions** with an aggregate of 65% in 2017.

Education Qualification

* B.Com Computers from BA&KR Degree College with an aggregate of 63% in 2015.
* **Intermediate (C.E.C)** From C.S.R.Sarma College Ongole with an aggregate 41%in 2012.
* **S.S.C** From ZP High School Aluru with an aggregate 47%in 2004.

Personal details

Name : G. Raja sekhara reddy

Father’s name : Adi reddy

Gender : Male

Date of Birth : 03/06/1988

Marital status : Single

Nationality : Indian

Languages known : Telugu, English and Hindi.

Address : Aluru,

Kothapatnam Mandal, Prakasam District - 523182

Declaration

I hereby solemnly affirm that the particulars furnished above are true to the best of my knowledge. Place:

Date: *G. Rajasekhara Reddy*