

Ramya Durgam

9849320255

ramyamudhiraj964@gmail.com

EXPERIENCE

1.Genpact India Pvt Ltd – Kondapur (Hyderabad)

a. General Ledger Accountant (RTR)

NOVEMBER 2021-PRESENT

- >Reconciliation of Bank statements
- >Handling all Month end Journals Include- Posting Accruals and all other standard Journals.
- >Reconciliation of Owner accounts, Liability accounts, Tax accounts and Asset accounts
- >Preparing Operating & prepaid expenses amortization sheets.
- >Financial planning and analysis, reporting to higher authority

2.Tricolour Properties P Ltd - Banjara Hills (Hyderabad)

a. Accounts Executive

MARCH 2020 – AUGUST 2021

- >Reconciliation of Bank Statements (20 Bank Statements)
- >Data Entry of Payments, Journal Vouchers, Contras, Cheque returns, and Credit Card Transactions
- >Filing of Vouchers

b. Cashier

- >Data entry of Customer Receipts
- >Managed Petty Cash Book
- >Preparation of Collection Report
- >Preparation of Cheques Depositing Report

ACADEMICS

MBA in finance from **Vishwa Vishwani Business School**, Shamirpet Hyderabad for Academic year 2019-2021.

B. Com from Osmania University **Shree Uma degree college** with **87%** Aggregate. KPHB Hyderabad, Academic year 2016-2019.

Intermediate from Board of Intermediate education **Narayana Junior College** with **96%** Aggregate. S.R Nagar Hyderabad, Academic year 2014-2016.

Secondary School of Education from **Bharata Bharati concept school** with **97%** Aggregate. Srikrishna Nagar Hyderabad, Academic year 2013-2014.

CAREER OBJECTIVE

Seeking the role in your organization. Self-motivated individual with exceptional analytical and quantitative skills and an ability to drive the company's finances with a good team.

TECHNICAL SKILLS

- > OracleR12
- > Blackline
- > 9x software
- > MS Excel
- > Tally erp9

OTHER SKILLS

- Knowledge of CA-IPCC (Chartered Accountant - Integrated Proficiency Competency Course)
- A strong willingness to learn new skills

PERSONAL VITAE

Date of Birth: 30 July 1999

Languages known: Can speak, Read, Write English Hindi and Telugu.