**Janardhan Tukala**

**Mobile: +91- 8125651614 E-Mail: janatokala@gmail.com**



**Objective**: To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| Operating Systems | Windows 95 / 98 / 2000 and 2007 |
| Database Related | Advance EXCEL, MS Outlook and MS Word |
| More Skills | SEO,WordPress,YouTube |

**EDUCATIONAL QUALIFICATION**

* B.Com from Mehabub Degree College, Osmania University, Hyderabad, in the year 2011.
* Intermediate (CEC) from Govt. Jr College ,Secunderabad in the year 2008.
* SSC from Gayatri Grammar High School in the year 2006.

**WORK EXPERIENCE**

**AUG’11 – FEB’12 PPC MINDS, Hyderabad SEO Analyst**

**SEP’12 – NOV’14 Deloitte (Resource Square) Associate Analyst**

**JAN’16 – APR’16 Deloitte (E-Centric) Analyst**

**JAN’20 – JUNE’20 Franklin Templeton TA Operations Representative – Level (2)**

**Role and Responsibilities:**

**Franklin Templeton:**

Buying Shares

Selling Shares

Switching Shares

Booking Transfers

Quality Checking Documents

Informing to Senior Management

Attending Meetings

**Deloitte Global Finance:**

Having through knowledge in Basic and Advanced Excel skills.

Integrate Advance Excel formula’s (H-Lookups, V-Lookup’s, Sum if, index, match, loops, and formula’s) to manipulate spreadsheet and Build dynamic Pivot tables.

Employee Mapping, Sprints forecast, Operations Forecast

Yearly Forecast, Monthly Forecast, Budget Analysis and Forecast Analysis.

Posting Re classes, Manual Journal Entries Posting, Auto Re classes, Creating Accruals.

Preparation of Cost reports and Forecast Templates

Creating Internal Orders, WBS Codes

Outlook, Scheduling Calls with Senior Leadership.

GL Data Preparation on last weeks.

Scheduling Calls with Budget Holders and Sending Templates on monthly Basis.

Data Analysis, Responding to Emails, Calls with US managers

**Deloitte Policy and Compliance:**

Manual Data Entry Work to maintain documents records.

Responding to the Practitioners Emails.

Chatting with Clients.

Maintaining Hard Copies for Audit purpose.

Managing Documents Store room.

Archiving and Retrieving Documents on Request of Senior Management.

Audit and Finding Duplicate Receipts.

Procuring Envelopes for worldwide Deloitte Offices.

Scanning Envelops on request of practitioners.

**PPC Minds:**

Creating Websites and Designing.

On Page and Off Page Optimization.

Submitting Social Bookmarking, Directories, Articles, comments for Backlinks

**PERSONAL DETAILS**

Name : Janardhan Tukala

Date of Birth : 18th April, 1990

Father Name : Murali Tukala

Permanent Address : HSE No. 18-13, Gurumurthy Nagar, Opp.IDP Colony, Hyderabad – 500037, TS

Languages known : English, Hindi and Telugu

Hobbies : Spending time with Family and Friends and Listening Music

Declaration: I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**JANARDHAN TUKALA**