

RESUME

MATAM RAJAMMA

Mobile No: +91 6304491052
Mail ID: mraaji240697@gmail.com

CAREER OBJECTIVE

To be an integral part of growth oriented organization and work in challenging and dynamic environment. To contribute to the development of the organization, which I represent and serve while concurrently upgrading my skills and knowledge.

ACADEMIC QUALIFICATION

Course	Institution	Board/Institution n n	Percentage	Year Of Passing
MBA (Finance)	Yogi Vemana University Kadapa	Yogi Vemana University	80%	2021
Degree (General)	Rayalaseema University, Kurnool	Adoni Arts & Science College	79%	2019
Intermediate e	A P Model Aspari, Kurnool	Board of Intermediate Education	65%	2016
SSC	APSWRS School, Allagadda, Kurnool	State Board of Secondary Education	65%	2014

COMPUTER EXPOSURE

- Working knowledge of Windows, MS Office & Tally ERP9, Editing Files

INTERPERSONAL SKILLS

- Good interpersonal skills and communication skills
- Positive attitude
- Good planning and passion to succeed
- Smart working

- Ability to work in a team as well as individual
- Quick Learner

WORK EXPERIENCE

1. Account Executive

I have work experience in Shekar & Co (Chartered Accountant) at Hyderabad,

- GST Filings
- Bank Reconciliation
- Data Consolidations
- Vouching
- Prepared reconciliations for monthly closings
- Performed administrative tasks, Including Gst filing & reporting
- Prepared every month Purchases and Sales Invoices, Payment and Receipt invoice entries in tally
- Creating Purchase and sales invoices
- Maintained flawless communication with the management

2. Accountant cum Admin Executive

November 2023 – Current

Ace Indus Global Pvt Ltd / Indus Travels and Tourse

- Ability to work Independently
- Prepare daily reports
- Handling office emails
- Maintain All Office Bills and paid within due dates
- Coordinated appointments and meetings
- Manage office operations and delegate tasks to administrative assistants.
- Initiated a travel expense filing system with Excel Spreadsheets.
- Booking flight tickets domestic and international
- Hotel bookings
- Prepared every month payment and receipt invoice entries in tally prime

PERSONAL PROFILE

Name : MATAM RAJAMMA
Father's Name : Matam Srinivasulu

Date of Birth : 24/06/1998

Languages Known : Telugu and English

Gender : Female

Marital Status : Un-married

Permanent address : Adoni, Kurnool-518347

Place: Kurnool

(MATAM RAJAMMA)

Date: