

## RESUME

**D ANUSHA**

Mobile: 9010139577

Email: anushad739@gmail.com

### CAREER OBJECTIVE:

Seeking a responsible job with opportunities for career growth and to use my skills in the best possible way for achieving the company's goals.

- \*One year experience in a Construction Company.
- \*Maintaining office Cash, NEFT or RTGS Bank payments.
- \*Handling Bank related issues.
- \*Verifying the Purchase Invoice and Material Bills calculating TDS and GST if required.
- \*Scanning up all the Invoices to store for further use.
- \*Maintain Purchase Invoice Entry in Tally.
- \*Maintain Cash Book, Bank Book, Ledger Book.
- \*Generate EPF & ESI.
- \*Following up GST not filed vender.
- \*Partially BRS.

### EDUCATION QUALIFICATION:

Qualification	Institute/college	BOARD	Year of passing
B.Com (Comp)	Priyadarshini Degree & PG College, Ameerpet	O U	2020
Intermediate (H.E.C)	Aditya Jr. College, Vijayanagaram	B O I	2017
S.S.C	K G B V, Vijayanagaram	B S E	2015

### TECHNICAL SKILLS:

- TOOLS

: MS OFFICE, Tally 9.0