

## RESUME

VENKATESH REBBAS

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### **CAREER OBJECTIVE**

To work for a challenging company that gives me scope to apply my knowledge and be a part of the team that dynamically works towards the growth of the organization, thus improve my knowledge and gain work experience.

### **Work experience :**

Total work experience : 2 years in " Accounting ".

- Working as a Accountant in " Walmart Store "from ( jan 2020 To jan 2022) in Hyderabad.

(Certificate issued for successful completion of Best Work and Skills) .

### **Education :**

( Osmania University )

- ✓ Aurora Degree College ( Hyderabad) June 2019.

(S R Junior College )

- ✓ Board of Intermediate Education ( Karimnagar) March 2016.

( Z P High School )

- ✓ Board of Secondary Education ( Mallial) March 2014.

### **Roles and responsibilities :**

Prepare asset, liability, and capital account entries by compiling and analyzing

account information.

Document financial transaction by entering account information.

Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Maintain accounting controls by preparing and recommending policies and procedures.

Reconcile financial discrepancies by collecting and analyzing account information.

Prepare financial statements and produce budget according to schedule.

Review and recommend modifications to accounting systems and generally accepted accounting principle.

Direct internal & external audits to ensure compliance .

Compute taxes and prepare tax returns.

Financial data confidentiality and conduct database backups when necessary.

### **Ledger work :**

- ✓ Updating Customers Accounts
- ✓ Updating Suppliers Accounts
- ✓ Updating Expenses Accounts
- ✓ Updating Purchase and Sales Accounts

### **Entries Work :**

- ✓ Preparing entries for Purchase and Sales
- ✓ preparing entries for Purchase Returns ( Debit Note) and Sales Returns ( Credit Note)
- ✓ preparing entries for Accused Expenses ( Payables)
- ✓ preparing entries for Advance Adjustment and Prepaid Expenses.

### **Bank Reconciliation Work :**

- ✓ Verifying Bank statement with bank Account in Tally every day
- ✓ Finding mismatch transactions in Bank Statement and Bank Account in Tally
- ✓ Preparing Bank Reconciliation Statement before closing office
- ✓ Preparing reconciliation entries and posting them in journal proper

✓ Preparing Cheques for payments

✓ Doing online Banking

**Other Work :**

✓ Maintenance of Advance Register file in Excel

✓ Preparing Salaries Statements on month end in Excel

✓ Preparing Daily Cash Report and Bank Report

**Documents Work :**

✓ Preparing Purchase Order, Sales Order

✓ Preparing Vouchers for Cash / Bank Payments

**Technical Skills :**

• Master of Diploma in Computer Application

• Ms Office

• Excel

• Tally ERP9

• Typing speed (45 WPM )

**Strengths :**

• Strong determination that motivates me to success

• Ability to grasp new concepts quickly

• Dedicated towards work

**PERSONAL DETAILS:**

FULL NAME : VENKATESH REBBAS

FATHER NAME : MAHENDAR

AGE & DATE OF BIRTH : 21/11/1998

GENDER : Male

NATIONALITY : Indian

MARITAL STATUS : single

LANGUAGES KNOWN : ENGLISH & HINDI & TELUGU

**DECLARATION**

I hear by declare that the above mentioned particulars are true to my knowledge and best of belief.

Place: India

(VENKATESH REBBAS)