

CURRICULUM VITAE

D.N.Krishna Rao

Mobile: +91-7000000000
0900000000

E- mail: Krishnarao@gmail.com

Personal Data

Gender : Female
Date of Birth :09 ,June, 1993
Name :K.Radhika
Father name :K.Munirathnam,
Marital Status : Single
Nationality : Indian
Hobbies : Listening songs,
Reading books,
Watching tv.
Languages
Known : Telugu, kannada,
English.

Permanant address

D.N.Krishna rao, D/o k.
Munirathnam,
tadipalli((village),
Vanamaladinne (post),
Rajahmundry, E.G.(DIST),
Andhra Pradesh,
PIN: 533107.

Current address

G.Krishna murthy
No50 ,10th C cross
Shiva layout
Sri Ramatemple Road
Egipura , Koramangala
Bangalore.-560034.

CAREER OBJECTIVE:

To be associated with progressive organization, that gives me the scope to apply my knowledge and skill to involve as a part of team and to work dynamically towards the growth & objective.

EXPERTISE SUMMARY:

- To be an asset to the organization I serve.
- Gaining knowledge as my motive.
- Giving prior importance to things.

ACADEMIC CREDENTIALS:

B.com(General):

College : HM Degree college,
Rajahmundry
University : Sri Venkateswara university.
Year : 2010-2013
Percentage : 73.4%

Intermediate[CEC]:

College : MCV Junior College,
Rajahmundry.
Year : 2008-2010
Percentage : 71.7%

SSC:

School : Govt ZP High School, Rajahmundry
Board : S.S.C
Year : 2007-2008
Percentage : 66.5%

WORK EXPERIENCE:

- ☐ Organization: NANDHI Foods pvt ltd.
- ☐ Designation : Accountant.
- ☐ Period : 2015 April to till date.
- ☐ Working with spreadsheets, Sales and Purchase ledgers and journals.
- ☐ Preparing Statutory accounts.
- ☐ Calculating and checking to make sure payments, amounts and records are correct.
- ☐ Sorting out incoming and outgoing daily post and answering any queries.
- ☐ Controlling credit and chasing debt.
- ☐ Reconciling Finance accounts and direct debits.

TECHNICAL SKILLS:

Operating Systems : MS-excel

Packages: Tally (ERP.9)

PERSONAL SKILLS:

- ☐ Self Confidence
- ☐ Positive Attitude
- ☐ Adaptability to the changing environment