

# RESUME

ALETI SANDEEP

H.No: 2-4-118/66A,

South Swaroop Nagar,

Uppal,

Hyderabad. 500039.

Mobile No: 7702213125

Email Id: sandeep.aleti7@gmail.com

## OBJECTIVE:

To evolve into a hardworking and sincere profession, contributing to the success of your organization and at the same time to enhance my knowledge.

## EDUCATIONAL QUALIFICATION:

COURSE	INSTITATUE	BOARD/ UNIVERSITY	YEAR OF PASS	PERCENTAGE
B.Com	Sri Sai Degree & PG College	Osmania Univrsvity	2017	64.23
M.E.C	NVR Junior College	BIE, AP	2013	55.90
SSC	Nagarjuna High School	BSE,AP	2011	72.50

## WORK EXPERIENCE:

03/2020 - 08/2020

### Accounts Executive

iSprout Business Center Private Limited, Kondapur, Hyderabad

- Entering in Quick books for various clients
- Taking monthly bank statements
- Prepare vendor PO's

07/2018 - 02/2020

### Journal Assistant Managing Editor

Medwin Publishers, HMT Nagar, Habsiguda, Hyderabad

- Interacting with clients through Emails
- Collecting the clients Emails and Names
- Editing the Articles and Books
- Publish the Articles in the Official Site

## PERSONAL STRENGTHS:

- Good Communication skills
- Hardworking
- Flexible and able to adapt to changing work requirements and learn skills to maximize efficiency

## HOBBIES:

- Listening Music

## TECHNICAL SKILLS:

- Tally.
- Quick Books
- Ms-Office.
- Email Communication.

**PERSONAL PROFILE:**

Name : A.Sandeep  
Father Name : Malla Reddy  
Date Of Birth : 31-05-1996  
Gender : Male  
Nationality : Indian  
Religion : Hindu  
Marital Status : Single  
Languages Known : English and Telugu  
Permanent Address : H.No.3-11-1,  
Polumalla Village,  
Maddirala Mandal,  
Suryapet Dist.  
Pin: 508221.

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my Knowledge.

**Date:**

**Place: Hyderabad**

**A.Sandeep**