

Ramya Durgam

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EXPERIENCE

1. Tricolour Properties P Ltd- Banjara Hills (Hyderabad)

a. *Accounts Executive*

MARCH 2020 – AUGUST 2021

- Reconciliation of Bank Statements (20 Bank Statements)
- Data Entry of Payments, Journal Vouchers Contras, Cheque Returns and Credit Card Transactions
- Filing of Vouchers

b. *Cashier*

- Data entry of Customer Receipts
- Managed Petty Cash Book
- Preparation of Collection Report
- Preparation of Cheques Depositing Report

ACADEMICS

MBA in finance from **Vishwa Vishwani Business School**, Shamirpet Hyderabad for Academic year 2019-2021.

B. Com from Osmania University **Shree Uma degree college** with **87%** Aggregate. KPHB Hyderabad, Academic year 2016-2019.

Intermediate from Board of Intermediate education **Narayana Junior College** with **96%** Aggregate. S.R Nagar Hyderabad, Academic year 2014-2016.

Secondary School of Education from **Bharata Bharati concept school** with **97%** Aggregate. Srikrishna Nagar Hyderabad, Academic year 2013-2014.

CAREER OBJECTIVE

To obtain a position that will allow me to utilize my technical skills and willingness to learn in making Organization successful

TECHNICAL SKILLS

- Ms Excel
- Tally ERP 9

OTHER SKILLS

- Knowledge of CA-IPCC (Chartered Accountant - Integrated Proficiency Competency Course)
- A strong willingness to learn New skills

PROJECT WORK

A Study on Investors Behavior towards Equity Market investment

PERSONAL VITAE

Date of Birth :30 July 1999

Languages known: Can speak, Read, Write English Hindi and Telugu.