

Joining Date August 5 - 2000

RESUME

NAME

: **K.SURESH** - Un-married.

FATHER'S NAME

: **PADDAIAH** - Right Hand Owner
of George Realty & Con
W.A. Of

DATE OF BIRTH

: **04-05-1975**

QUALIFICATION

- 1) Graduation
- 2) Professional
- 3) Computers

: **B.Com., from Andhra University** - March 1995
Appearing for I.C.W.A. (Inter)
D.C.A (Diploma in Computer Application) - Kalipada
MS-OFFICE (Excel, MS-Word)
Accounting Packages (Tally, Focus)
35 W.P.M

4) Typing

EXPERIENCE:

ACCOUNTING

**3 years at Chartered accountant, as a
Audit & Accounts assistant.
Preparation of Final Accounts including
Balance Sheet for medium size
organisations**

WORKING KNOWLEDGE -

Sales Tax
Professional Tax
Provident Fund
ESI
**Maintenance of Books of Accounts Viz
Purchase & Creditors Ledgers
Sales & Debtors Ledger
Cash & Bank Books
General Ledger
Journal Register.**

TAXATION

**Preparation of computations for
Individuals
Firms
Filing of T.D.S. Forms by preparing
Advance Tax Challan
Annual Returns**

PRESENT ADDRESS

: **# 6-1-585-/B/69,
Maruthi Nagar,
Khairatabad,
Hyderabad -500 004.**

- Room address
Styling with
2 roommates.

Permanent Address

House of D.Dhanraj,
Scrap Shop,
Opp: New Bus Station,
Jangareddy Gudem - 534 447.

LANGUAGES KNOWN

English, Hindi, Telugu.

Place : Hyderabad.

Date : ~~31.07.2000~~ 27-07-2000


(K.SURESH)

Last Salary Drawn
Rs 28000

Rs. 28000 + 3000 Bonus per
month at Jyanga & Co
Chartered Accountants, Secunder
abad.

Salary expected
Reference

Rs. 3000 + Bonus per
month
Mr. Ajay Mohan
F.C.A

Language Known

English
Hindi - Can understand but
can't speak.

In Hyderabad - 1 year back.

Salary

Rs. 2,500/- + Bus pass.

Next review on April '00.

Join from: 5th Aug. '00

Permanent Address

Native place

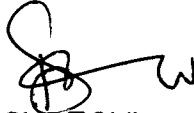
House of D.Dhanraj,
Scrap Shop,
Opp: New Bus Station,
Jangareddy Gudem - 534 447.

LANGUAGES KNOWN

English, Hindi, Telugu.

Place : Hyderabad.

Date :


(K. SURESH)

Reference :

Ref

B. Kishan Kumar.

Internal Auditor

Raasi Refractories Limited. Tel NO 651 1347

Ameerpet,

Hyderabad.

RESUME

NAME : K. SURESH

FATHER'S NAME : PADDIAIAH

DATE OF BIRTH : 04-05-1975

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- 3) Computers

: B.Com., from Andhra University
 Appearing for I.C.W.A. (Inter)
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 MS-OFFICE (Excel, MS-Word)
 Accounting Packages (Tally, Focus)
 35 W.P.M *Lower*

1995 Mark

*Dec '2000
1st attempt*

4) Typing

EXPERIENCE:

ACCOUNTING

*P.S. Iyengar
Tel NO 4755258*

*Presently with
M/S Iyengar & Co.
off Surya theatre
Abids*

3 years at Chartered accountant, as a
 Audit & Accounts assistant.
 Preparation of Final Accounts including
 Balance Sheet for medium size
 organisations

WORKING KNOWLEDGE-

-
-
-

Sales Tax
 Professional Tax
 Provident Fund
 ESI
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 Journal Register.

TAXATION

Preparation of computations for
 Individuals
 Firms
 Filing of T.D.S. Forms by preparing
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 Annual Returns

PRESENT ADDRESS

: # 6-1-585-/B/69,
 Maruthi Nagar,
 Khairatabad,
 Hyderabad -500 004.

*Rent ad
Ref 850/-*