RESUME

JUPELLY YASWANTH   *Cell No: 9701574837*
Email :jupalliyashwant1@gmail.com

Career Objective:

Look for good job in a company is creative growth oriented and which provide me a good career and ample opportunities to grow the organization as well as myself and which improves my skills and knowledge.

Academic Profile:

- M.B.A (Finance), Minor(Hr) from OUPG College from Osmania University, Siddipet during the year 2012-14.

- Bachelor in BCOM (General)in Govt Degree College from Osmania University, Siddipet in the year 2008-11.

- Intermediate (C.E.C) in Govt Jr College from Board of Intermediate, Mustabad in the year 2006-08.

Technical Qulifications :

- MS-Office-2000, Tally ERP 9.0 **..**

Strengths :

- ❖ Good communication skills

- ❖ Ability to adapt to different sets of Environment

- ❖ Ability to learn new things

- ❖ Punctual, disciplined, energetic, loyal and creative

- ❖ Ability to work under pressure

WORK EXPERIENCE :

From August, 2022 to July 2024:

Contractor   -   PUNIA KASESE MINING S.A

Designation   -   Accounts Incharge.

Project   -   Mining   (Congo,Punia @Central Africa.)

- Maintain day to day books of Accounts in Tally.
- Maintain Bank Reconcilation Statement and Reconcilation of Debtors & Creditor,
- Maintain Internal Audit : Store And Accounts Book ,
- Handle cash transactions and ensure accurate counting and recording of money,
- Maintain accurate and up to date records of accounts receivable and cash transactions,
- Maintain journal Entry sales, Purchase & Exp Invoice,
- Preparation monthly salarys and payments,
- Calculation of Monthly Sale Tax vat, Services tax ,
- Preparation Sale Tax , Services Tax returne .

From January, 2018 to August 2022:

Contractor   -   DOTT SERVECES LTD

Designation   -   Accounts Incharge.

Project   -   Upgrading of Mtwara-Mnivata road (50KM) to
                                   Bitumen Standard (Tanzania @East Africa.)

Consultant   -   Kyongdong Eng.Co.in JV Core Consulting Eng.

Employer   -   Tanzania National Road Authority (TAN ROADS).

- Maintain day to day books of Accounts in Tally.
- Maintain Bank Reconcilation Statement and Reconcilation of Debtors & Creditor,
- Maintain Internal Audit : Store And Accounts Book ,
- Maintain journal Entry sales, Purchase & Exp Invoice,
- Calculation of Monthly Sale Tax vat, Services tax,
- Preparation Sale Tax , Services Tax returne .

Organization : MUTHOOT FINCORP. LTD
Job Title   : Customer Service Executive
Duration   : March 2017 to January 2018

- Development and growth of the business of the branch and increasing the profit.

- Ensuring proper Documentation before loans are arranged/ disbursed and keeping all the

Loan documents duly completed in all respects in safe custody.

- Ensuring proper verification, checking and appraisal of all gold ornaments pledged As

Securities for the loan.

- Training the Staff on Product and Process and Operations to Make Healthy Business.

- Involving the staff in the business development and recovery of loans.

- Balancing and tallying of all accounts at the stipulated intervals adhering to the laid down Procedures.

Organization : SAKSHI TELUGU DAILY
Job Title   : Office Assistant
Department   : **Circulation Department**

- Circulation related we have know all types of Works like dcr And Indent changes, Day to day Pages Entry.
- We have know the Transportation work and labels Generation
- Maintain the Dispatch Register.
- We have know the N.R.R report and Tour report.
- We have experience in Abc works also like. Day to Day we have collect the indent changes letters and dcr related payment letters.

Languages known:

➢ English

➢ Telugu

➢ Swahili

Personal Profile:

NAME	: JUPALLI YASWANTH
FATHER'S NAME	**:** SRINIVAS RAO
GENDER	: MALE
MARITAL STATUS	: MARRIED
DATE OF BIRTH	: 20-06-1991
NATIONALITY	: INDIAN
PASSPORT NO	: **N2182960**

PERMANENT ADDRESS: Jupelly Yaswanth s/o Srinivas rao,

                        H.No: 1-44,

                        Village: Venugopalpur,

                        Mandal: Tanganapalli,

                        Dist: Rajanna sircilla,

                        Pin code: 505 301.

Declaration:

       I herby declare that the above – furnished information is true to the best of my knowledge. Original Certificates will show upon your request.

Date:

Place: **JUPELLY YASWANTH**