



NARENDRA

CONTACT



+971 583028436



Narendrachoppanati@gmail.com



1-14, k.k.v puram (V) & (P), Ramachandrapuram Mandal, Tirupati - 517561.

SKILLS

Tally ERP & Tally Prime

MS Excell

MS Office

LANGUAGES

TELUGU ■ ■ ■ ■ ■

ENGLISH ■ ■ ■ ■ ■

HINDI ■ ■ ■ ■ ■

HOBBIES



To pursue my career in an organization with performance-oriented environment for achievement of personal advancement. Being ambitious and hardworking, I am looking forward to challenging my potential and be worthy of Management trust and confidence.

EDUCATION

M.COM **2016-2018**
SEICOM Degree and P&G College, S V University, Tirupati.

B.COM **2012-2015**
SGS Arts College Tirupati.

INTER **2010-2012**
SGS Arts College Tirupati.

SSC
Z.P High School K.K.V Puram.

EXPERIENCE

Asst.Officer Accounts Payable **Apr-2021 to Oct-2023**
Jhass Agro Industries - Tirupati

Asst. Accountant **May - 2019to Mar- 2021**
SVR&CO (C.A) - Tirupathi

PERSONAL DETAILS

Father's Name : Nagaraju
DOB : 17-08-1995
Marital Status : Married
Religion : Hindu
Nationality : Indian

SOCIAL MEDIA

LinkedIn:

<https://www.linkedin.com/in/c-narendra-6a96b52a4/>

JOB RESPONSIBILITIES

- ❖ Managing Accounts Payables & Receivables.
- ❖ Maintaining daily account books
- ❖ Preparing monthly outstanding statement.
- ❖ Store Accounts keeping & maintaining records Day to Day.
- ❖ Cash handling.
- ❖ Managing all Banking activities like preparing cheques, L C and Export payment collection documents and Bank Reconciliation Statements.
- ❖ TDS/TCS Returns.
- ❖ Export Invoicing/ Collection documentation to bank.
- ❖ Day to day Sales Invoices vouching and Purchase bills vouching in Tally in accordance with Purchase Order.
- ❖ Managing all dispatch activities like Raising sales/Service e-invoices,
- ❖ Export invoicing and maintaining records.

PERSONALITY TRAITS

- ❖ Fast learner & ability to learn new things.
- ❖ Honest and enthusiastic towards the work.
- ❖ Good communication skills and leadership qualities.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I would keep up to your expectations. I would always be keen to work for the organization.

Place:

Date:

[C NARENDRA]