

CHERUKURI VENKATA JOTSNA (Accounts & Admin Assistant)

Kakinada, India 533001, Cell (+91) 77807 23928 Email: chvjotsna@gmail.com

Skills

- Knowledge of accounting principles
- Strong analytical skills
- Proficiency in MS Office (Ms Outlook, Ms Excel, Ms Word, Ms Power Point)
- Ability to work independently
- Excellent communication skills
- Customer relationship management
- Ability to prioritize tasks
- Attention to detail
- Experience with accounting Software (Tally 9 Prime ERP & Focus)
- Excellent time management skills
- Office Administration procedures
- Data Entry & Book keeping management

Professional Summary

Dedicated and detail oriented Accounts & Admin Assistant with 4 years of experience, with strong foundation in accounting principles and practices, accounts payable, accounts receivable, reconciling accounts, supporting in financial reporting, excellent organizational skill, and a keen attention to detail. Additionally with administration skills such as maintaining filing systems, scheduling appointments and managing calendars, answering incoming and outgoing calls, responding to emails, drafting documents, taking minutes of meetings, taking care of travel arrangements, operating and keeping inventory office equipment and working with AMC staff etc.

Work History:

Accounts & Admin Assistant – Lavan International from Dec 2020 – Oct 2024

Responsible for the preparation, processing, documentation of financial transactions such as invoices, payments, receipts etc, handling the day to day accounting and financial activities of the company as per the senior accountant instructions and responsible for day to day office operations and administrative duties.

- Assist Senior Accountants with the preparation of financial statements, reports, and budgets.
- Accurately enter financial transactions into the accounting system.
- Process accounts payable and accounts receivable transactions accurately and efficiently.
- Prepare invoices, purchase orders, and payment processing.
- Reconcile bank statements and maintain general ledger accounts.
- Assist in the preparation of financial reports, such as income statements and balance sheets.
- Assist in month-end and year-end financial closing activities.
- Coordinate with Sr. Accountant /external tax consultants to ensure timely and accurate tax filings.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations.
- Investigate and resolve discrepancies.

- Greeting Customers/Visitors/Guests/Vendors and guide them to appropriate persons/departments.
- Serve as the main point of contact for internal and external communications, including answering phone calls, responding to emails, and liaising with suppliers and stakeholders.
- Oversee office operations, including managing schedules, appointments, minutes of meetings, travel arrangements etc.
- Uphold office policies and procedures, ensuring adherence to standards.
- Oversee the management of office supplies and equipment, working with vendors and maintenance staff to ensure everything is in good working order.
- Assists other departments with administrative tasks such as data entry, filing and record keeping.
- Address office related issues promptly and efficiently.

Languages

English: Upper intermediate

Hindi: Intermediate

Telugu: Proficient

Personal Information

Title: Accounts & Admin Assistant

LinkedIn: www.linkedin.com/in/venkata-jotsna-c-90a509283

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Education

- Accomplished B.Sc. Computer Science Graduation with 60% GPA from Andhra University in 2016 to 2019
- Accomplished Diploma in Elementary Education with 85% GPA from Gandhi Centenary Institution of Elementary Education in 2016 to 2018
- Accomplished Senior Secondary (M.P.C) with 93% from Board of Intermediate Education in 2014 to 2016
- Accomplished Secondary School Certificate with 92% GPA from Board of Secondary Education in 2013 to 2014

Date:

Place:

Sincerely