



# SOMOJU ANUSHA

## CONTACT

+971547940137  
anushasomoju2526@gmail.com  
Abu Dhabi. UAE.  
Visa Status : Residence Visa.  
Languages : English, Telugu.  
Nationality : Indian.

## PROFILE SUMMARY

A dedicated professional with five years of experience in accounting, cashiering, data entry, and financial management. Expertise in reconciling accounts, processing transactions, generating financial reports, and handling high-volume cash and digital transactions. Proficient in documentation, team collaboration, and financial tools.

## EDUCATION

2014-2016

JNTU UNIVERSITY

Master of Business Administrative

## WORK EXPERIENCE

2023-2024

### Assistant Accountant

#### Sri Chaitanya Junior College

- Prepared monthly and quarterly financial statements.
- Managed accounts payable and receivable with precision and accuracy.
- Reconciled bank statements and internal accounts.
- Processed payroll for employees.
- Handled daily cash, credit, and digital payment transactions efficiently.
- Maintained detailed documentation for financial operations.

## SKILLS

- Accounting Tools: MS Office, Tally, QuickBooks, ZohoBooks.
- Banking & Financial Operations: Billing, Cash Payments, Bank Reconciliation.
- Documentation: Data Entry, Report Preparation, Financial Documentation.
- Other Skills: Internet Research,
- Time Management, Team Collaboration.

### Accountant and Documentation

2022-2023

#### HDFC Bank

- Maintained accurate financial records, performed ledger reconciliation, and assisted in monthly and quarterly financial reporting.
- Reconciled bank statements and internal accounts.
- Maintained detailed documentation for financial operations.
- Handled day-to-day accounting tasks, invoice processing, and bank reconciliation.
- Verified and processed loan documentation, customer KYC compliance, and ensured adherence to RBI guidelines.
- Maintained physical and digital document records, ensuring data accuracy and confidentiality.

## INTERESTS

- Hardworker
- Learning New Things
- Travelling

## Accountant and Cashier

### Sri Sai Anjana Chit Funds Pvt Ltd

- Managed daily financial transactions, including cash handling and deposits. Prepared financial statements, balance sheets.
- Maintained accurate records of chit fund collections and member contributions.
- Performed regular data entry and updated client records in the bank system.
- Reconciled accounts and ensured timely collection of dues from members.
- Handled customer queries related to chit schemes, payments, and settlements.

## Computer Operator and Loan Processor

2017-2019

### Sri Ram Union Finance Pvt Ltd

- Generated and reviewed financial reports, summaries, and dashboards for management.
- Ensured compliance with financial data security standards.
- Operated financial systems and processed daily transactions efficiently.
- Reviewed and approved personal loan applications by assessing customer.
- financial and credit records.
- Provided excellent customer service by explaining loan products, terms. interest rates.

## DECLARATION

I assure you my sincere services to the utmost satisfaction, if given chance to work in your esteemed Organization.