

Aditya Suri

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Objective

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

Work Experience:

Ajatus 2016-10-31 to 2016-12-31

software Developer

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

DC Systems, DC 2016-12-31 to 2016-12-31

Accounting Assistant

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

Education:

NIT RKL 2016-12-31 to 2016-12-31

Btech

KIIT University 2016-12-30 to 2016-12-31

Btech In Computer Sciencce

References:

It is my pleasure to recommend Richard, his performance working as a consultant for Main St. Company proved that he will be a valuable addition to any company.

— **Erlich Bachman**