

# VIVEK SUNDAR

DOB - 05/11/2001

## OBJECTIVE

I Sharp and analytical Accounting professional ready to enter the corporate world to maximize the knowledge acquired during college years combined with enriching experience gained in job. Identified billing calculation errors and intervened in a client dispute and suggested changes to the original agreement retaining the largest account.

## KEY

- E-Way bills
- Sale Orders & Sales
- Purchases
- Payments & Receipts

## ADDRESS

2-4A, B.C Colony  
Koyyagurapadu, Unguturu  
Mandal, Krishna District -  
521312

## PHONE

+91-9100670798

## EMAIL

Talarisundar321@gmail.com

## EXPERIENCE

MAY 2022 -NOV-2022

Production Digital Asst. N.G Feeds Pvt.Ltd

NOV-2022-JAN 2025

Asst.Accountant (Account Receivable) N.G Feeds Pvt.Ltd

Accountant Assistant with 2.4 years of experience in Tally ERP 9.0 Tally Prime, SAP -B1 and financial record-keeping. Proficient in Account Receivable.

## EDUCATION

- X-Class -Z.P.H School Unguturu-2017
- Inter (M.P.C) Sri Chaitanya Junior College Gudivada 2017-2019
- B.Sc. Computes Vidyalaya Degree College Gudivada 2019-2022

## SKILLS

- ❖ Very good knowledge in (Digital Works & Business) at Financial Software's & MS Office
- ❖ Good analytical and logical skills
- ❖ Positive thinker & faith in my own abilities.
- ❖ Excellent Communication skills, Both Verbal and Written
- ❖ Good Sharing Knowledge

## TECHNICAL STRENGTH

- Tally ERP 9.0
- Tally Prime
- SAP-B1
- Photoshop 7.0 & Filmora
- Excel, Word & Power Point