**A K RANJU PRAVEENA**  
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**PROFESSIONAL SUMMARY**

I am a detail-oriented and highly motivated professional seeking an online back-office typing and data entry position. With a typing speed of 35 WPM and a strong background in bookkeeping, office administration, and data management, I am well-equipped to handle various tasks such as data entry, document processing, and maintaining organized records.I Passed my NISM -VA certification exam . I am proficient in Microsoft Office, QuickBooks, and other office software, and I prioritize accuracy, efficiency, and confidentiality in all tasks. I am eager to contribute to a dynamic team and help ensure smooth, efficient operations remotely or online.

**SKILLS**

* **Typing & Data Entry:** Accurate typing speed of 35 WPM, with expertise in entering and managing large volumes of data efficiently and error-free
* **Back Office Operations:** Proficient in handling administrative tasks, document management, and supporting office functions remotely.
* **Bookkeeping & Accounting:** Knowledge of bookkeeping principles with certification in QuickBooks for managing financial records, invoicing, and reporting.
* **Software Proficiency:** Skilled in Microsoft Office Suite (Word, Excel, PowerPoint), QuickBooks, and other office software for managing data and office workflows.
* **Confidentiality & Compliance:** Experience maintaining confidentiality and adhering to regulatory standards such as HIPAA when handling sensitive information,
* **Organizational & Time Management:** Strong ability to prioritize and manage multiple tasks, ensuring deadlines are met in a fast-paced environment.
* **Communication:** Clear and effective written and verbal communication skills for interacting with clients, team members, and stakeholders.
* **Customer service:** Being NISM -VA Certified, handled and cleared all the doubts of the customers.

**WORK EXPERIENCE**

**Tuhi Exporting Company** — *Saudi*   
**Accounting and Back Office Works**  
*August 2020 – August 2023*

* Handled various accounting functions, including data entry, invoicing, and financial record keeping.
* Managed office tasks, including document faxing, scheduling, and maintaining confidential records.
* Provided administrative support and ensured smooth workflow in the office.

**Capsquare Technologies**

* Managed registration of Mutual funds and customer support.
* Reconciliation of Investors accounts.

**EDUCATION**

**Pursuing B. Com**

*Manipal University*  
*Expected Completion: December 2026*

**B.Tech in Electronics and Communication (Working on clearing backlogs)**  
*Punnapra Engineering College, Allepy*   
*August 2012*

**Diploma in Kuchipudi Dance and Carnatic Music**  
*Chandigarh University, PSTU*

**LANGUAGES**

* English (Professional Working Proficiency)
* Malayalam (Professional Working Proficiency-Native)
* Telugu (Professional Working Proficiency)
* Hindi (Professional Working Proficiency)

**Declaration**

* English (Professional Working Proficiency)
* Malayalam (Professional Working Proficiency-Native)
* Telugu (Professional Working Proficiency)

**Declaration**

I declare that the above information is true and accurate to the best of my knowledge and belief. I understand that if any false information is discovered later, it may lead to my application's rejection or employment termination.

Date: 12/09/2024  
Place: Shahnagar, India