**Praveen Sriram**

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**Objective**

To secure a full-time position in the Accounting Office.

**Education**

North Carolina State University Raleigh, NC May 2006

Bachelor of Science

Accounting Information Systems

Wake Technical Community College Raleigh, NC May 2011

Certification Program for Medical Billing and Coding

DeVry University- Keller Graduate School of Management Morrisville, NC December 2014

Master of Accounting and Financial Management

**Skills**

* Accounting software including: Peachtree, QuickBooks, UNC Fian$eer
* Proficient in Microsoft Word, PowerPoint, Excel, Access, and Outlook

**Internship Experience**

*North Carolina Community Foundation* March 2009 – June 2011

* Utilizing accounting software for customer and grant material
* Maintaining files related to grants

*UNC Division TEACCH* Sept. 2008 – June 2009

* Completed billing tasks for the Assistant Director
* Extensive data entry and clerical tasks related to accounts and billing files

*Federal Emergency Management Agency–Washington DC Division* June 2005 – Aug 2005

* Processed travel vouchers and invoices for reconciliation, purchase card allocations
* Completed a detailed departmental organizational analysis

**Employment Experience**

*Accounting Customer Service* Wegmans May 2020-Present

* Maintain and reconcile the reserve and do pickups every 2 hours
* Run hourly reports
* Operate the cash registers as needed
* Break back tills to set number.

*Data Entry Clerk/Scanning Operator* Shoeboxed.com June 2012-January 2020

* Entered data from scanned receipts and business cards into database.
* Scanned and rotated documents
* Train new employees on data entry.

*Cashier* Walmart Supercenter June 2009 – December 2016

* Accurately operate cash register and balance drawer at end of each shift
* Assist customers with the check-out process and general questions about pricing and merchandise
* Maintain stock in designated department

*Customer Service Representative* Blockbuster Video Assisted Customers with purchases, and maintained a cash register June 2006 – January 2009

*References Available Upon Request*