***GODDAMULA SRAVAN KUMAR***

**CV NO 309710**

To contact me please talk with my HR Consultants at [www.gulfjobseeker.com](http://www.gulfjobseeker.com)

Phone-UAE: +9714-3970978 India +917926400411

<http://www.gulfjobseeker.com/employer/employerservices.php>

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| **OBJECTIVE :** |

* To obtain a position in a professional office environment where my skills are valued and can benefit the organization. To serve the Organization, which can utilize my Inherent qualities for the growth of the company professionally and enhance my skills personally and indeed to form a successful career.

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| **EXPERIENCE SUMMARY:** |

**Venkateshwara Builders L.L.C – Hyderabad, India.**

**Job Title: Accountant and Admin.Assistnat (2yrs 1 month)**

Duration: May 2014– June 2016

**Job Responsibilities**:-

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| * Preparation of Monthly Financial statements viz. Balance sheet, Profit & Loss Account and preparation of other management information reports. * Responsible for timely processing of all payables. * Review all invoices for appropriate documentation and making approval prior to payment. * Keeping and Reconciliation of Accounts Receivable/Payable. * Pay roll process-Preparation monthly salaries. * Preparing employee payslips and Maintain Petty cash. * Reconciled bank statements at the end of each month and generated reports for Senior   Associates.   * Worked with Purchase department on monitoring purchase expenses and making sure   That purchase department received correct expense reimbursement checks.   * Provide general administrative support including mailing, scanning, faxing and copying to   Management.   * Scheduling ,Organizing and coordinating business meetings and conference with suppliers /vendors and customers. * Ensuring documents meet required quality. * Ensuring confidentiality of company documents. * Reviewing validation output and performing specified manual checks on the data to ensure   Consistency and completeness.   * Perform other administrative and clerical duties as needed by the management.   **Edelweiss Financial Services ltd – Hyderabad, India.** |

**Job Title: Client Advisory & Admin Operations ( 1yr 5months)**

Duration: Novermber 2012 to April 2014.

**Job Responsibilities**

* Diversifying the portfolios with various financial products such as Equities, Derivatives, Currencies, Mutual funds, and NCD to maximise the profits.
* Handling online trading accounts of clients and execute orders as per client request.
* Co-ordinating with settlement and reconciliation.
* Resolve the client queries help with CRM department and operations.
* Providing the equity advises to client through research reports.
* To escalate the customer grievance / trade error and to resolve it immediately
* Daily processing & confirmation of trades to clients.
* Looking after Back-office Co-ordination.
* Scheduling ,Organizing and coordinating business meeting and conference calls.
* Maintain daily files, cash receipts and deposits etc.
* Compiling, coding, categorizing, calculating, tabulating and auditing data.
* Managing reports, memos and correspondence for internal and external purpose

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| **EDUCATIONAL QUALIFICATIONS :** |

* Completed MBA in Finance from JAWAHARLAL NEHRU TECHOLOGICAL UNIVERSITY,

Secured **65%** of aggregate.

B.Sc from OSMANIA UNIVERSITY with an aggregate of **66%.**

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| **SKILL SETS :** |

        Packages    :  MS-Office and Tally ERP-9, Focus, Wings

* Operating systems : Windows XP,7,8,10

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| **STRENGTHS :** |

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Optimist, Self motivated and Quick learner.

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* Workaholic and Great Patience in work

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| **PERSONAL DETAILS :** |

* Name : G Sravan Kumar
* Date of Birth : 28/07/1990
* Languages Known : English ,Hindi & Telugu
* Nationality : Indian
* Date of Issue : 18/09/2015
* **Visa Status**  : Visit Visa (valid till 22/11/2016)

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