CURRICULUM VIATE



Vardhanapu

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CAREER OBJECTIVES:

To be associated with progressive organization that gives scope to apply my knowledge and skills and to be part of a team that dynamically works towards the growth of the organization and to me.

EXPERIENCE :

 Company Name : Fortune Management, Visakhapatam

 Designation. : Marketing Executive

 Duration. : 12th June 2013 to 03th Aug 2014

 ROLES AND RESPONSILITIES:

* Assist the manager in organizing , planning and implementing strategy.
* Communicate with clients and evaluation their needs and specifications.
* Promoted the company's exclusively design products various customers based on needs.
* Maintaining and updating customers database.
* Conducting market research by using customers questionnaires and focus groups.
* Contributing and developing marketing plans and strategies.

Company Name : Prasanthi Fincorp Services, Visakhapatam

Designation. : Accountant

Duration : 21th Aug 2014 to 6th Sep 2016

ROLES AND RESPONSILITIES:

* Prepares assets, liability and capital account entries by compiling and analyzing accounts information.
* Responsible for day to day finance and accounts operations.
* Preparing separate account for the customer for their monthly installment.
* Making daily, weekly, monthly transactions.
* Prepare and enter journal entries which include correcting entries allocating expenditures, grand related entries.
* Interacting with the customers and explain the process of business.
* Contact with customers when they are not paying installment on time.

ACADEMIC PROFILE:

* MBA Finance and Marketing from Andhra University in 2013
* B.Com Computers from Andra University in 2011
* ISC from Flaiz Adventist Junior College in 2008
* ICSE from Flaiz Adventist School in 2006

COMPUTER SKILLS:

* Tally ERP 9
* Ms office

PROJECT UNDERTAKEN :

 Title : Inventory Management.

 Company : Future Value Retail Limited, Bangalore.

 Duration : June 2012 to August 2012

STRENGTHS :

* Ready to take any type of new responsibility in positive way.
* Good relationship with internal and external customers.
* Hard working and self motivation.
* Good communication skills.
* Problem solving ability.

PERSONAL DETAILS:

* Date of Birth : 13-01-1989.
* Nationality : Indian
* Gender : Male
* Marital Status : Unmarried
* Language known : English, Telugu
* Visa Status : On visit visa

DECLARATION:

I hereby declare that above information is correct to the best of my knowledge. I will do my job perfectly and with sincerity to the concern.