**KEERTI**

Email Id: [keerti.367995@2freemail.com](mailto:keerti.367995@2freemail.com)

***Objective***

Seeking a position as an Adminstrator/Accounts Assistant where extensive experience will be further developed and utilized . Extensive experience to the credit.

***Work Experience***

**L.S. Institute of Pharmaceutical sciences, Warangal 1996-2000**

**Vivekananda High School, Hanamkonda 2000-Present**

**Adminstrator/Accounts Assistant**

* + Performed general office duties and administrative tasks.
  + Prepared monthly statements, Income and expenditure Statements, Budget estimations
  + Managed staff attendance, provident fund records and payroll function for 80 employees
  + Monitored and recorded daily income and expenditure
  + Adminstered banking functions.

***Qualification***

* M.Com
* P.G.Diploma in P.M.I.R(Personal Management and Industrial Relations)

***Education***

* Bachelor of Commerce, Kakatiya University 1987-1990
* Master of Commerce,, Kakatiya University 1990-1992
* P.G.Diploma in Peronnel Management and Industrial Relations 1993-1994

***Computer Skills***

Tally, Ms-Word, Ms-Excel

***Personal Profile***

DATE OF BIRTH : 29-06-1968

MARTIAL STATUS : Married

LANGUAGES KNOWN : English, Telugu, Hindi

NATIONALITY : Indian

RELIGION : Hindu

**DECLARATION**

I hereby solemnly affirm that the particulars and information furnished by me in the above curriculum vitae are true and correct to best of my knowledge and belief. I am responsible for any incorrect particulars and information.