**CURRICULUM VITAE**

**PRAVEEN** (MBA)

[**PRAVEEN.374485@2freemail.com**](mailto:PRAVEEN.374485@2freemail.com)

**OBJECTIVE:**

* Looking for an opportunity to pursue challenging career which would be intellectual, stimulating where I can utilize my gained experience and grow myself in a reputed industry, to achieve my goals and streams by enhancing profitability of the organization & performance to world class levels.

**WORK EXPERIENCE:**

* Worked for SSR International General Trading LLC (Dubai) as an Accountant 2015 Jan to June 2016

Job Responsibilities:

* Recording & Maintaining accounting records of Purchase/Sales invoices and Receipts & Payments in software (TALLY ERP9) with respect to its corresponding ledger.
* Accounts Receivable and payables.
* Preparing sales and MIS Reports.
* Maintaining cash-transactions & handling Petty Cash.
* Managed Bank Reconciliation and prepared statements to ensure effective accounting operation.
* Depositing cash and cheques in bank on daily bases.
* Taking steered efforts by independent charge to maintain account preparation of bills & its payments.
* Preparing & Sending the invoices and statement of accounts to debtors Ledger’s in order to get collection of credit sales on a scheduled time.
* Managed debtor’s & creditor’s Outstanding.
* Handling of employee’s Payroll.
* Escalation the pending jobs/ Issued to reporting authorities and its follow up till its resolution.
* Over two years (Sep’ 2009 to Oct’ 2011) employee as an **Accountant** in **Value 1st Enterprise(Hyderabad)**

**PROJECT EXPERIENCE:**

* Undergone **Project Work Experience Programme** during my 4th semester of MBA at The INTER – CONNECTED STOCK EXCHANGE OF INDIA, Narayanaguda, Hyderabad – 500029. For a period of 2 months.
* Under this programme, I worked on a project title as **“A study on DERIVATIVES”** with Mr.Suman (Financial Controller of ICSE) for identifying various financial controls and financial constraints of their company.
* During Project work, I developed competency in the areas of financial, technological, managerial & communication skills.

**ACADEMIC QUALIFICATIONS:**

* **Master of Business Administration** (M.B.A) with electives **major as finance** and minor as Marketingfrom **Osmania University** in the year 2013.
* **Bachelor of Science** (B.Sc.) with optional as Mathematics, Electronics & Computer Science from **Osmania University** in the year 2009.

**TECHNICAL QUALIFICATIONS:**

* Completed **Diploma in Gulf Package** (Peachtree, Quick books & Advanced Excel) from New Generation Computer Center (NGCC) in the year 2014.
* Completed **Diploma in Computer Accounting** (Tally 7.2, Focus, Wings & Tally ERP9) from New Generation Computer Center (NGCC) in the year 2013.
* Completed **Itizen Program** (Basics of Computers & Internet, DOS, Window’s, M.S. Office, C-language) from Indian School of Advanced Studies (ISAS) in the year 2005**.**

**STRENGTHS:**

* Good analytical and problem solving skills.
* Quick learner.
* Good team player.
* Positive attitude.

**PERSONAL DOSSIER:**

Date of Birth : 19th Jun 1988

Visa Status : Visit Visa (valid till: 1-01-2018)

Marital Status : Single

Hobbies : Browsing the Internet & Reading Newspapers.

Religion : Hindu

Gender : Male

Languages known : English, Hindi, and Telugu.

Nationality : Indian.

**\*References available on request\***

**DECLARATION:**

I declare that all above facts are true to the best of my knowledge and I abide to work standard as per the company rules to prove myself as an ideal representative.

**Date:**

**Place: Dubai**