

Preethi M Sobarad



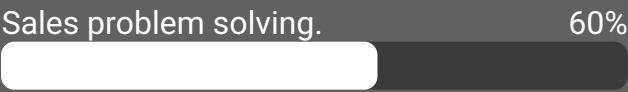
Contact

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📍 # 3504, 'Padminivas', 6th cross, New
gayatri nagar, Rajajinagar 2nd stage,
Bangalore- 560010

Skills



Languages

English Hindi Kannada Marathi

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

I4 Communications Pvt Ltd 13/08/2016 - 05/02/2017

procurement

Exposure in Tally 9.0 ERP and Internal Accounting Packages. Raising Invoices to clients as per agreements schedule. Processing E-Way Bills for transporting material to client place. RaisingPurchase orders as per requirement General Correspondence.

SBI Cards 22/04/2019 - 13/09/2019

back end operations executive.

processing applications

Blue chip Corporate Investment Center Ltd. 15/09/2019 - 03/10/2021

Branch Assistant

Answer Phones Develop and Complete Forms Assist Customers Work Directly with the client and Assist with any last Requests and Provide Guidance Co- Coordinating with the Executives and Assisting the work Team handing skills handling of 6 members Escalating handing with the clie

EDUCATION

karnatak university 2012

B. com

62.48%

Fatima College 2009

PUC

70%

SDEMS School 2007

SSLC

62%