

# **RESUME**

**BANDI BHARATHKUMAR**

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Mobile No.9059 284 295

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## **Professional objective:**

A Challenging position with a Progressive Organization that will effectively utilize my knowledge.

## **Strengths:**

- Self-Starter with logical thinking and analytical approach backed by hard working.
- Ready to adopt a new change and Excellent co-ordination capabilities.
- Excellent Co-ordination and Capabilities.
- Devotion determination and dedication.

## **Educational Qualification:**

- Pursuing **MBA** in Kakatiya University, Warangal
- **B. Com** (Computers) from Kakatiya University, Warangal with 61% of marks(2015-2018)
- **Intermediate** (M.E.C) from JB Junior College, Hanamkonda with 66% marks (2012- 2015)
- **S.S.C** from Wisdom High School, Warangal with 92% marks (2011-2012).

## **Technical Skills:**

- **Accounting Packages** : Tally ERP & Prime, Focus, Wings.
- **Operating system** : Windows'10 and Windows-XP
- **MS Office** : MS-Word, MS-Excel and MS-Power Point.

## **Work Experience:**

- Present working as **Executive Accounts** – INDIGO AIRLINES – at Airport Operations Department form **25<sup>th</sup> June 2020**.
- Worked as **Asst. Accounts Officer & Accounts Officer** in Kapil Chit Funds for 2 Years from **19<sup>th</sup> April 2018** to **16<sup>th</sup> March 2020** at Narsampet Branch & Warangal Branch.

## **Key responsibilities:**

- Updating the Chits collection register daily basis manual & computers.
- Cash collections and updating the respective ledger accounts.
- Preparation of customer due lists and provide to collection agents.
- Updating all office expenses invoices checking and posting in tally.
- Maintenance staff registers on daily basis with proper updation.
- Taking care of Cash deposits and withdrawals from the banks.
- Maintenance of customer documentation like KYC.
- Safeguarding the chit members agreements & statements.
- Preparation of various reports towards dues, expenses, payroll etc...

- Attending and providing the Head Office required statements.
- Verifying and accounting of purchase invoices on daily basis with proper approvals.
- Verifying and accounting the contractor, sub contractor and labour contractor bills on daily basis.
- Processing of hire charges payments like vehicles, machinery deducting TDS wherever applicable.
- Preparation of Vendor Ageing fortnightly and processing the vendor payments.
- Preparation of Payroll register monthly and passing payroll entries ensuring Salary Payments.
- Ensuring all statutory payment like PF ,ESI are paid before due date.
- Perform vendor reconciliations on monthly basis for smooth payment process.

**Personal Skills:**

- Good communications with handling the Clients addressing their queries.
- Comprehensive problem-solving abilities excellent verbal and written communication skills.

**Personal Profile:**

Name	:	B. BharathKumar
Father Name	:	B. Mahesh (Late)
Date of Birth	:	19-01-1996
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Un Married.
Languages Known	:	Telugu, English & Hindi
Permanent Address	:	H.No.18-3-238/40, Kareemabad, Warangal.
Present Address	:	Room No.11, RGV Phase II, Laxmiguda, Katedan, Hyderabad - 500005

**DECLARATION:**

I here declare that the above information given is true to the best of my knowledge.

**Place: Hyderabad**

**Date:**

**(B.BHARATHKUMAR)**