

CURRICULUM VITAE

SANDEEP KUMAR B.T.

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OBJECTIVE:

To pursue a value added career by combining management skills and information technology and to lay best efforts for the development of the organization and equip myself with the best of the Skills and Knowledge

ACADEMIC QUALIFICATION

➤ B.Com

Sri Gokula College of Arts, Science and
Management studies, kolar,
Kolar Dist.,

PROFESSIONAL SUMMARY

- a) Working in **India Garage (Mahindra Service Centre)** From June-2016 to June-2019 as a Account Assistant.
- b) Working in Elite Ford Service as **Accounts Executive** from Dec 2014 to May 2016. One of the leading authorized Ford Dealer in Four Wheel service station in Bangalore.
- c) Worked as **Account Executive in Metafusion Private Limited** from Apr2014 to Nov 2014
- d) Worked as **Audit Assistant in SSB & Associates**, from Feb 2011 to Mar 2014.

WORK EXPERIENCE IN:

1) Current Work Experience:-

- a) Handling Day to Day Accounting entries in tally
- b) Handling Petty cash & accounting of vouchers
- c) Data Entry in Tally ERP 9 (Sales entry/purchase/Cash/Bank etc.,)
- d) Fallowing up account receivable & payables.
- e) Manual voucher writing & bank brs.
- f) Maintaining Party wise records of vendors & customers
- g) Debtors reco. And any other bank related works as and when required.
- h) Weekly and Monthly Customer outstanding report and queries.

2) Previous Work Experience:-

- a) Reconciliation of (i) Debtors, (ii) Creditors (iii) Bank (iv) Purchase Ledger (v) Sales Ledger,
- b) (A) Cash Handling (B)Vouchers entries, (C) Purchase and Sales bills entries,
- c) Conducting in Internal Auditing in Client Branches for physical cash, stocks, books of accounts and ledger and giving report and information to management on timely basis
- d) Assisting to Seniors and Company Auditors for finalization of books of Accounts.

SKILL SET

- ❖ **Accounting Package** : Tally ERP-9
- ❖ **Packages** : MS-Office.
- ❖ **Operating Systems** : Windows Family.

ADDITIONAL QUALIFICATION

- **Completed Junior and Senior in Kannada and English typing**

PERSONAL DETAILS:

- **Name** : **SANDEEP KUMAR B T**
- **D.O.B** : 31/08/1987
- **Sex** : Male.
- **Nationality** : Indian
- **Address** : **S/o, Thopanna B N**
No.28,2nd Main Road, Kaveri Nagar, Kannurahalli Main Road,
M.V Extension, Hoskote, Bangalore-562 114.
- **Email** : sandeepkumarbt@yahoo.co.in
- **Marital Status** : Married
- **Phone** : 9448543685 / 9481826240

LANGUAGES KNOWN:

- ❖ English, Hindi, Kannada, Telugu.

SKILL SUMMARY:

- Consistent performance indicates self-confidence and hardworking nature.
- Love to work in a team.
- Always like to learn new things & experiment on it.

"I do hereby declare that the information furnished above is true to the best of my Knowledge"

Yours faithfully

(SANDEEP KUMAR B.T.)

Place: HOSKOTE