

# RESUME

**PRAVEEN KUMAR MANEM.**

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**E-mail: Praveen.manem@gmail.com**

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## **Objective:**

As a graduate I am interested to be a part of successful firm, which provides a challenging career and gives me an opportunity to explore my abilities, where in my skills will enhance the firm's success.

## **Strengths:**

- Positive attitude and enthusiastic in teamwork.
- Ability to handle crunch situations and adapt to any environment.
- Do hard work in any time.

## **Academic Qualification:**

Qualification	Name of the institution	Board University /	Percentage
B.SC(Computers)	Sri Nagarjuna Degree college,Miryalguda	OU	61.2
Intermediate	SriNagarjuna Jr college, Miryalguda	Board of intermediate	62.3
SSC	Nalanda High School, Miryalguda	Board of Secondary Education	81.6

## **Technical Skills:**

Languages	C , C++.
Others	MS Office

**Achievements:**

- ✓ Won prizes in School competitions in QUIZ
- ✓ Active participation and organizing cultural events in working organizations.

**Experience:**

- ✓ Working from 07.10.2012 to 31.04.2017 at Office of Supt of Central Excise and Customs, Miryalguda as D.E.O ( 5 Years And 6 Months as a Office Asst and also doing data Entry Work).
- ✓ Working in TATA MOTORS FINANCE office as AP & AP2 State Co-ordinator from 05.05.2017 to 05-07-2018.
- ✓ Working in Viswanath & Co Law firm as a Co-ordinator from 06.07.2018 to 09.03.2019.
- ✓ Presently working in Poonawalla Fincorp Limited (formerly Known as Magma Fincorp Limited) as a Ap & Ts Co-ordinator from 10.03.2019 to till date.

**Key Rolls:**

- In Central Excise & Service Tax play roll of doing all Service tax Works of ST-Registration to Fill ST>Returns.
- In Tata Motors Finance Play roll of All File Logins, File check for ready to Disbursement & Follow-up of MIS Daily Reports for Refinance.
- In Viswanath & Co Law firm Play roll of Legal coordinator (filing Execution Petition, Update MIS and coordinate with our Advocates.)
- In Poonawalla Fincorp Limited (formerly Known as Magma Fincorp Limited) Play roll of Ap & Ts States Legal coordinator (filing Execution Petition, Update all Legal MIS from Local & HO Legal Departments and coordinate with State legal team , as well as HO legal team.)

**Personal Details:**

**Name** : PRAVEEN KUMAR M  
**Date Of Birth** : 29-06-1990  
**Nationality** : Indian.  
**Languages Known** : English, Telugu, and Hindi  
**Address** : H.no:- 10-41, Keshava Nagar colony, VT Palem(V)  
Miryalguda (M),Nalgonda(Dist).

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place :**

**Signature**

**Date :**

**PRAVEEN KUMAR M**