# **PRADEEP.H.D**

# **Mobile: 9164355694**

# **Email: pradeephd2013@mail.com**

**OBJECTIVE**:

Seeking a position to utilize my skills and ability in an open and exciting environment, that offers professional growth while resourceful, innovative and flexible.

**ACADEMIC PROFILE:**

* M.Com from Kuvempu University.
* B.Com from Kuvempu University.

**Computer Skills**

Operating system : WindowsXP,2010 , MS-Office, MS-Word.

Financial Package : SAP, Tally 6.3, Tally 7.2

**Experience Details**

* Worked under charted accountant (Accounts Assistant) for the Period of six months.
* Worked as computer operator & Making as per order receipt books, maintaining stock book for items in AK Parma for the period of one year.
* Worked as a credit processing associate (C.P.A) in credit department in Development credit Bank DCB from July 2006 to June 2007.
* Worked as an Accounts Executive from 2007 to June 2010 with Shriram Transport Finance Co Ltd (STFC), Bangalore as a Assistant executive in Accounts department.
* Now working in **TATA GLOBAL BEVERAGES LTD** as **Accounts Assistant (Accounts Payable SAP)** from **July 2010**. Manufacturer & Distributor of ***Tata Tea, Tata Coffee, Himalaya, Tetley etc.***

**RESPONSIBILITY**

* + Processing Brand & freight Bills.
  + Processing invoices According to purchase order.
  + Posting invoices through MIRO & *Prepare vouchers for Vendor payment.*
  + Down payment/Advance payment processing.
  + Clearing of advance payment after the IR process.
  + Verifying installation report & pay balance payment.
  + Partial payment clearing.
  + Debit/ Credit Note posting.
  + Posting Debit/ Credit entries to Vendors (Penalty, QPD etc.)
  + Processing miscellaneous bills with proper approval.
  + Informing payment details to Vendors.
  + Quarterly MIS report (payment details) to superior.
  + Quarterly SSI vendors delay payment reporting.
  + Quarterly Plant Wise Purchase value & Tax calculation.
  + *Maintain RTGS/NEFT register & Cheque clearing.*

**PERSONAL SKILLS**

* Innovative in performing any responsibility
* Ability in learning new things in short period
* Full confidence and enthusiastic
* Ability to work with a team
* Problem solving Ability

**PERSONAL DETAILS**:

Name : Pradeep H.D

Father’s Name : Dhananjaya H.S

Date of Birth : 04-04-1982

Gender : Male

Nationality : Indian

Languages Known : English, Hindi, and Kannada

Permanent Address : #1585, 2nd floor, 17th cross,

2 rd main, vinobanagar, Davanagere,

Karnataka - 577001.

Contact No : 9164355694

Email Address : **pradeephd2013@mail.com**

**DECLARATION:**

I solemnly declare that all the information stated above is true and correct to the

best of my knowledge.

##### **PRADEEP.H.D**

Station: Bangalore

Date :