**CURRIUCLUM VITAE**

**G.V.BHARATH KUMAR**

**H.No. 4-5-4 Kowkur, Pinchanpura, mallkajgiri R.R.Dist.**

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**CAREER OBJECTIVE**:

1. To attain a successful position in a dynamic organization by applying the concepts which I have learnt and achieve excellence in my related field and enhance my future career growth.

**WORK EXPERIENCE:**

I have one year experience in Finance & Accounts.

Worked as an accounts executive in IPMS India Pvt Ltd, Hyderabad from Feb 2014 to March 2015.

And one year Experience in SYKES as Customer Service Representative from March 2016 to March 2017.

**KEY RESPONSIBILITIES HANDLED**:

* Assigning entries to proper accounts
* Handling ledger accounts and keeping the check for any invoices or payments
* Avoiding outstanding expenses and managing the petty cash
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* To process accounting transactions.
* Giving proper respond to Customers Quires.

**ACHIEVEMENTS AND EXTRA CURICULLAR ACTIVITIES:**

* Participated in inter- college Volley ball competition and bagged 1st prize
* Caroms team member at inter-college level.
* Participated in inter-college Foot Ball competition
* Member in Aithya Foundation.

**STRENGTH:**

* Patience and Punctual
* Flexibility.
* Ability to learn new things**.**

**EDUCATIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **College & University** | **Percentage** |
| **MBA(Finance & HR)** | Hasvita PG College | 65% |
| **Bachelor of commerce**  **(Computers)** | Vivekananda Degree College | 63% |
| **Board of Intermediate**  **C.E.C** | ST. Mary’s centenary Junior College | 60% |
| **Secondary School**  **Certificate** | St.Paul’s High School | 57% |

**TECHNICAL SKILLS:**

|  |  |
| --- | --- |
| Accounting Packages | Tally ERP 9 |
| Packages | MS office – Excel, Word, PowerPoint. |

**PERSONAL PROFILE:**

Name : **G.V.BHARATH KUMAR**

Father’s Name : G.J.Vijay Kumar

Date of Birth : 07 January 1988

Languages Known : English, Hindi & Telugu

Nationality : Indian

Marital Status : Unmarried

Date:

Place:

Yours sincerely

(**GV Bharat Kumar**),