**Resume**

**PANDARI.B**

Mobile: +91- 9948787348

Email: pandub89@gmail.com

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**Objective**:

Looking forward for a challenging career in an esteemed organization prove myself by providing best services to the organization with hard work and gain expertise.

**Present Working:**

* Currently working for **ADITYA INKJET TECHNOLOGIES PVT LTD.,** as **Jr. Accounts Executive** from **13thMARCH 2013** to **till date**.

**Responsibilities:**

* Expenditure booking, C forms collection from customers
* Follow up with Vendors, Clients for receipts & making payments on time.
* Secured loans & unsecured loans clearing in time.
* Preparation of documents PT & ESI.
* Preparation of monthly VAT returns.
* Process employee PF claims.

**Education:**

* **B.Com** [computers] from **Osmania University**, 2011.
* **C.E.C from board of intermediate education, 2008**

**Technical Skills:**

* **Operating System**: Windows XP
* **Microsoft Technologies:**  Microsoft Office.
* **Accounting Packages:** Tally 9.0, wings.

**Soft Skills:**

* Self-motivated, adaptable, Responsible hardworking.
* Can work independently as well as team member.

**Personal Details:**

NAME : B PANDARI

Father name : B GOPAL

Date of Birth : 25th June 1989

Marital Status : Married

Languages Known : English, Telugu & Hindi

Address : SYNO: 329/1 BATHUKAMMA BANDA

DEVENDER NAGAR, GAJULARAMARAM VILLAGE

QUTHBULLAPUR MANDAL RR DIST: 500055

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

**PLACE: Yours Sincerely,**

**DATE:**