**Curriculum Vitae.**

Sudheer Kumar Sondi

**Mailing Address: -**

Sudheer Kumar.S Date of Birth: 19.11.1988

S/o S. Vijay Kumar (late) Marital Status: Married

D/No: 77-87/1-4,

AVS Road, Opp- Current Office,

Prashanthi Nagar, 2nd Line,

Payakapuram, Cell: + 91 9000250278

Vijayawada, Email ID: sudheer.sanju19@gmail.com

Andhra Pradesh – 520015. sanju\_sudheer143@yahoo.com

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| **Academic Qualifications:** |
|  | * MBA in (HR) affiliated to JNTUKat VIT College completed by Nov (2016).
* Philosophy of Christian documentary at Bangalore.
* Bachelor of Commerce (B.Com) in Vocational Taxation affiliated to Andhra University March 2010 with 2nd Class.
* Board of Intermediate (HEC) from Holy Cross Junior College Vijayawada, March 2006 with ‘B’ Grade.
* S.S.C from St. Anthony’s High School at Vizianagaram, March 2003 with 2nd Class.
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| **Working Experience:** |
|  | * Previously client working at “**Dollar Tax Filer”** in Vijayawada as a **Tax Analyst** from (**Oct 2018 – Till Date).**

**Role & Responsibilities: -**1. Preparing Interview Doc.
2. Making a calls to USA clients.
3. Pouching doc. to preparation dept.
4. Drafting mails to concern clients.
5. Explain & Applying for ITN (Internal Transaction Number).
6. Finally sending doc. to IRS (Internal Revenue Service).
7. Checking IRS website frequently.
* Earlier client worked at **“TATA MOTORS FINANCE LTD”** as in **Cashier** cum **Operations Executive** dept. from **(25th Sep 2017 – 25th Aug 2018)**.

**Role & Responsibilities: -**1. Daily Cash handling as a Cashier.
2. Verifying KYC doc. i.e., (PAN, Aadhar,Address Proof, Bank Statement, Salary Slip doc., ITR (Income Tax Returns), RC (Releasing Order) etc.,
3. Preparing ledger accounts EOD.
4. Banking reconciliation with auditor as well with bankers every month.
5. Preparing RO (Releasing Order) copy.
6. Drafting mails to concern dept.
7. Applying for Termination.
8. Applying (Commercial /Personal) vehicle in the AP Transport website.
9. Preparing Landlord (Vendor) monthly bills.
10. Preparing Petty Cash Bills daily.
11. Verifying with bank statements & confirming daily cash collections cash form Collections Dept.
12. Making calls to collections team asking for pending payments.
13. Visiting Company website frequently checking out for any updates.
14. Preparing & sending monthly EMI’s cheque’s to bank like monthly EMI date wise.
15. Maintain daily cash record book EOD.
16. Maintain Sage query data (i.e walk In customer data) monthly wise.
17. Maintain Safe Key & took a photo pic every month for audit purpose.

 * In Vizag worked at **“Visakhapatnam Port Trust”** in T.M office, under the company of **“Ram Informatics Ltd., Hyd.** as in Cargo Billing section, in as Exports & Imports dept. from **(April 2012 – Nov2016).**

**Role & Responsibilities: -**1. Preparing Export / Import applications.
2. Verifying doc.i.e., BL (Bill of Landing), BE (Bill of Entry).

 Customs Clearance,Commercial Invoice Doc. Packing List, Shipping Bill, CO (Cargo release order), DO (Delivery Order), IC (Insurance Certificate) etc., 1. Draftingmails to Shipping Companies.
2. Checking SOR (Scale of Rates) with other ports.
3. Preparing Misalliance’s bills for Import / Export.
* In Mumbai worked at**“Netra Mandir”** Eye Institution as a Personal Secretary cum Administration from **(June 2011 – March 2012).**

**Role& Responsibilities: -**1. Employ recruitments, by giving advertisement in NP.
2. Staff thumbing data (IN &OUT) attendance.
3. Preparing staff monthly salary slips.
4. Preparing PPT presentations for every half year.
5. Drafting mails to concern patients their case study.
6. Preparing ledger accounts EOD.
7. Preparing OR sheet (No. of operation cases).
8. Preparing Medical summery report.
9. Elaborate to patients for pre-surgical instructions.
* In Visakhapatnam worked at**“L.V. Prasad”** Eye Institution as in-Patient Care dept. Secretary cum Counselor from **(Feb 2010 - June 2011).**

**Role & Responsibilities: -**1. Preparing OR sheet (No. of operation cases).
2. Preparing Medical summery report.
3. Elaborate to patients for pre-surgical instructions.
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| **Technical Skills:** |
|  | * Packages : MS-Office, Excel, Power Point, Internet website’s etc.,
* Designs : Power Point Presentation, learning new methods.
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| **Training Projects Undertaken:** |
|  | * Visited Income Tax office, learned how to deduction income tax from Annual Income.
* Keeping track of Project Records.
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| **Extra Curricular Activities & Hobbies:**  |
|  | * Participated in “EENADU, VETA YOUTH FESTIVAL” on behalf of college won in “ELOCUTION” competition.
* Participated in school level quiz competitions.
* Participated in college Volley Ball competition won in Second Place.
* Playing Foot ball, Volley Ball, Basket Ball, T.T, etc.,
* Reading Books, listening Music.
* Browsing.
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| **Personal Profile & Key Skills:** |
|  |  Name : Sudheer Kumar.S Date of Birth : 19.11.1988 Sex : Male Marital Status : Married Language Known : English,Telugu& Hindi  Nationality : Indian* Goal Oriented.
* Good Written & Oral Communication abilities.
* Proficient with Word, Excel & Power Point, Internet website, etc.,
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| **Declaration.** |
|  |  I hereby declared that above mention information is true and at the best of my knowledge. |

Place: Vijayawada. Signature

Date: Sudheer Kumar.S