**CURRICULAM VITAE**

**G.PANDU RANGAM**

H No 8-6-10/8, PadmashaliPuram, Mobile: 9573806939/7981188490

Kattedan, Rajendra Nagar, Hyd. E-mail: panduganji2007@gmail.com

**CAREER OBJECTIVE:**

To seek a challenging and growth oriented positions where I can enhance my skills, develop my creativity

and put maximum efforts in the job assigned and take an active part in the development of the company.

**EDUCATIONAL QUALIFICATION:**

Graduation B. Com from Dr.B.R.Ambedkar Open University, Hyderabad.

Intermediate from Datar jr college, Abids, Hyderabad.

SSC from Shantiniketan High School, Chatrinaka, Hyderabad.

**COMPUTER SKILLS:**

Operating System : Windows XP, Windows-7.

Packages : MS-Office, Internet Browsing, wings, focus-6 &focus-7, Tally-9.

**STRENGHTS:**

* Good Communication skills.
* Able to work under responsibility.
* Highly motivated to work as a team.
* Fast Learning Power.

**WORK EXPERIENCE:**

**Company : Vay India Corporation, Banjara Hills, Hyderabad.**

**Period : 18.03.2019 to till date.**

**Position : Accountant.**

**Responsibilities:**

* Invoice generation for all sales bills.
* E-way bills generating.
* Inward entries for all purchase material.
* Raising the Purchase Orders.
* Accounts payables reconcilation.
* Accounts receivables reconcilation.
* Bank payment vouchers and cheques preparation for Vendor payments.
* Bank payments and receipts entries in Tally.
* Bank reconciliation statement.
* Credit notes issuing.
* Journal Vouchers issuing.
* GST workings in excel.
* GSTR1 & GSTR 3B online filling in GST Portal.
* Attend daily mails & ensure timely reply of all.
* Follow up with for pending approvals if any.

**Company : Ravi Foods Private Limited, Kattedan, Hyderabad.**

**Period : 01.08.2014 to 16.03.2019.**

**Position : Accounts Executive.**

**Responsibilities:**

* Inward entries for all purchase material.
* Bank payment vouchers and cheques preparation for Vendor payments.
* Bank payments and receipts entries in focus.
* Bank reconciliation statement.
* Accounts payables reconcilation.
* Accounts receivables reconcilation.
* Credit notes issuing.
* Journal vouchers issuing.
* TDS workings in excel.
* Attend daily mails & ensure timely reply of all.
* Follow up with for pending approvals if any.

**Company : Sri AnanthaPadmanabha Swamy Enterprises, Koti, Hyderabad.**

**Period : June 2011 to July 2014**

**Position : Billing Operator**

**Responsibilities:**

* Invoice generation for all sales bills.
* Inward entries for all purchase material.
* Audit and stock checking on monthly basis.
* Generate sales and stock reports on weekly basis.
* Way bill generating.

**PERSONAL DETAILS:**

* Name : Pandu RangamGanji
* Father Name : Late BhujangamGanji
* Date of Birth : 22ndSep 1985
* Nationality : Indian
* Religion : Hindu
* Sex : Male
* Marital Status : Married
* Languages Known : Telugu. Hindi, English
* Hobbies : Watching TV

**DECLARATION:**

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

**Place: Hyderabad**

**Date: (G. Pandu Rangam)**