

G. BHARGAVI

DOB: 19TH MAY, 1992.



Contact

Mob: 9346601292

E-mail : srinivasbhargavi92@gmail.com

Profile

Objective I am seeking a position which enriches my knowledge & contribute to the growth of the organization. I Should not only be adequately rewarding financially but should be fulfilling my desired job satisfaction.

Education

2012-2014 Master of business administration(MBA finance) from Vivekananda institute of technological Science, karimnagar with 80%
2009-2012 Graduation in B.com computers, vidyalatha degree college, karimnagar with 77%
2007-2009 Board of Intermediate education (C.E.C), bharathi junior college karimnagar with 70%
2007 Board of secondary education(S.S.C), Unique convent high school, karimnagar with 68%

Working Experience

- Working as, Accountant in Administration department in Oasis public school, Deshaipet road Warangal...From 2016 to Till date.

JOB PROFILE

My responsibilities include:

- Dealing with parents and visitors
- To Co-ordinate with the Management
- Counseling the Parents Regarding fee structure, school activities, curriculum etc..
- Manage all accounting data in accounting department
- Arrange Requisitions for office routine supply purchases
- Collect data and information for preparing weekly, monthly, annually reports
- Collection of payments from debtors on due dates
- Maintaining R.G'-I s (Daily Stock Movement Registers)
- Monitored past-due invoices and facilitated resolution
- Daily MIS Report
- Maintaining Petty Cash Account

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Key Skills

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| <ul style="list-style-type: none">➤ Ability to organize work efficiently➤ Good Communications Skills➤ Highly Motivated➤ Sincere, Dedicated and Hard working➤ Willingness to learn and contribute to the growth of the organization |
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Information Technology

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| <ul style="list-style-type: none">➤ Typing➤ PGDCA➤ TALLY➤ Designing |
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Languages

English, Telugu

Personal Data

Current Address: W/o T.Srinivas Kashibugga, Warangal-506002 Telangana.
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Permanent Address: W/o T.Srinivas Kashibugga Warangal-506002 Telangana.

Declaration:

I declare that the above furnished information be true and correct.

Date:

Place:Warangal.

(G.BHARGAVI)

9346601292