



PUPPALA PRADEEP KUMAR

ADMIN/DOCUMENT CONTROLLER/ASST ACCOUNTANT

Looking forward for an opportunity to work in a challenging environment, Where I can utilize my knowledge skills in contribution effectively to the success of the organization and for the improvement of my personal skills, Where I will be able to utilize my Knowledge, Experience, And ability to quickly absorb. While making significant and measurable Contributions To The Company's Growth

CONTACTS

pradeep.deep8579@gmail.com

+974-70510223

AbuHamor,DohaQatar

SKILLS

Excellent
communication *****

Excellent
interpersonal
skills *****

Presentation
skills *****

Creativity ***

LANGUAGES

English

Hindi

Telugu

EXPERIENCE

ADMIN/DOCUMENT CONTROLLER

NOV2021-DEC2022

SITELIND.PVT.LTD–Hyderabad, India.

- Making report and mailing to management daily.
- Receive calls and arrange for meetings
- Submit documentations and follow up.
- Preparing invoice bills and payment receipt.
- Documentation of employee recruitment forms and medical leaves forms.
- Keeping employee personal data soft copies and hardcopies
- Maintaining petty cash for stationery etc....
- Maintaining employees' files and records like Job Description, Agreement & Contracts
- Company related memo/letter drafting and posting as per manager Instruction

ASSISTANT ACCOUNTANT

SEP2020–OCT2021

Sri Vishwa Tradingw.LI-HYDERABAD,INDIA.

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable ,payable and issue Invoices.
- Processing of balance sheets,pay roll,income statements and other financial statements according to legal and company accounting and financial guidelines
- Update financial data in data bases to ensure that information will be accurate and immediately available when needed.
- Purchase Invoice verification with PO and DC and entering same in system to update Purchase/c,Supplier A/c&to make Payments to the supplier
- Preparation of Purchase Order for required goods after approves.
- Prepare and submit weekly/monthly reports
- General Accounting like Accounts Payables,Accounts Receivables,and
- Reconciliations & Updating day to day accounts.
- Preparing Various Types Entries based transactions.
- Maintenance of Ledger Accounts

TECHNICAL QUALIFICATIONS

- Thorough Working knowledge in **MS Office**
- Expertise in **MS Powerpoint & Excel**
- Exposure to **Tally PRIME** Accounting Package.

EDUCATION

Bachelor of Commerce, Telangana University,
Board of Intermediate Civics Economics and Commerce

2018

2016

PERSONAL DETAILS

Date of Birth : 23rd Jan 1998
Marital Status : Single
Nationality : Indian
Passport No : S1071314
Visa Status : NOC-Transferable-Freelancer