

PRAVEEN G

MOBILE NO: +91-7022580603

E-MAIL ID praveendannyleo@gmail.com**CAREER OBJECTIVE**

I would like to be part of an organization where I could use and enhance my knowledge and talent development of the organization.

EDUCATION QUALIFICATION

COURSE	SPECIALIZATION	SCHOOL AND COLLEGE NAME	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA	Finance & HR	College of commerce and management studies	Bangalore university	2020	65%
B.COM	Accounts & Insurance	College of commerce and management studies	Bangalore university	2017	56%
2nd PUC	Computer Programing	College of commerce and management studies	Bangalore university	2013	56%
SSLC	English	Sri channakeshava English school	Bangalore university	2012	42%

PROFESSIONAL EXPERIENCE

Company name-Ibis & Novotel Tech Park Pvt Ltd

Designation-Finance associat

Duties and responsibilities

Preparation of the hotel's daily bank deposits control all house funds and to issue, audit and maintain all house banks according to the company's policies and procedures. Check daily remittances update foreign exchange rate make bank deposits, keep recording of paid out and petty cash payment and advance payment voucher entry and daily cash closing ensure mailing and reporting to director of finance. Company name-ibis & novotel tech park pvt

Company name-Vibgyor high school

Designation- Accounts fees consultant

Duties and responsibilities

Posting and transfer financial governance daily and monthly collection of cheques and depositing into the bank, passing discount and write-off entry ensuring nill theft of fees and bank reconciliation, timely resolving service request raised by parent, ensure self-audit and provide detailed on queries raised by statutory auditors. On job training with 7 month of experience.

Company name- Vogo corporate office

Designation- Financial operations executive

Duties and responsibilities

Bills receivable and payable and data keep data presentation in excel skill day today accounting and administration, ensure timeliness daily preparation for work accounts receivable and payable data complication, billing suppliers invoices journals accruals and daily banking transaction, checking accuracy daily entries mapping against the operation

systems investigating and resolving on daily discrepancies, assist in the preparation of the financial statements disclosure notes and schedules monthly bank reconciliation of intercompany accounts as well as Submission of GST, participating ongoing system implementation finance related projected and task, assist external parties such as auditors, tax agents, company secretarial bankers and government authorities on various reporting requirements with 1 Year of experience.

Company name- College of commerce and management studies

Designation-Campus admin

Duties and responsibilities

Manage budget, logistics and events or meeting, handle scheduling record-keeping and reporting, and ensure the school complies with relevant laws and regulations, develop and run educational programs, hire train advise staff, counsel students when needed, resolve conflicts and other issues, communicate with parent, regulatory bodies and the public, have hand creation of the school curriculum, implement action that improve the school and the quality of education, help shape and uphold the vision of the school with 1 Year of experience.

PROFFESITIONAL CERTIFICATE

MS Office, Tally-ERP9, SAP FICO, Data analyst

PERSONAL DETAILS

Name	:	Praveen G
Date of Birth	:	06/06/1994
Gender	:	male
Marital Status	:	married
Nationality	:	Indian
Language	:	English, Kannada, Tamil, Hindi, Telugu, Malayalam

DECLARATION

Hereby I declare that all the information provided above is correct to the best of my knowledge.

Place:

Date:

Yours Faithfully
Praveen G