

Resume

Pavithra B

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Objective:

To pursue a challenging career with a reputed organization wherein I can leverage my analytical skills, interpersonal ability to succeed in competitive environment and where hard work will be appreciated with scope for personal development through learning & experience.

Summary:

- 09 years of experience in marketing as sales executive and in accounting.

Personal Skills:

- Willing to work like an entrepreneur, learn like a student and accepts challenge like a warrior in challenging & creative environment.
- Flexible, dedicated, self-disciplined.
- Ability to absorb information quickly with little instruction.
- Capable to research and expand new leading Technologies.
- Strong initiative and leadership.

Academics:

- **Bachelor of commerce** from Vijayam degree college of SV university, Tirupati with an aggregate 60% in 2008.
- **Pre-University** from Vijayam degree college of SV university, Tirupati with an aggregate 55% in 2005.
- **S.S.L.C** from Z P high school, Chittoor with an aggregate of 63% in 2003.

Work Experience:

- Worked as Accountant with Sai Projects and Systems pvt ltd. in Bangalore from 2008-Sep to 2009-Sep.
- Worked as Cashier with Maruti motors in Tirupati from 2010-April to 2011-Mar.
- Worked as SALES COSULTANT at Silicon HONDA in Bangalore from 2014 to till date.

Roles and Responsibilities of accountant:

- Maintaining Petty Cash
- Handle day to day transactions
- Voucher preparation
- Day to day bookkeeping and filing
- Updating the Accounting books up to date at periodically
- Experience in passing the day to day transactions through Tally Accounting package.
- Preparation of Vouchers on daily basis and keeps the book up to date always.
- Verification of Cash & depositing the cash & chq. Collected on a daily basis.

- Taking Backup of the data on a daily basis.
- Preparing monthly & daily reports as directed on timely basis
- Responsible for vendor payment within stipulated time.
- Preparation of Sundry Debtors & Creditors Statements monthly wise
- Preparation of Trial Balance, Service Tax, Sales tax, Excise Duty.

Roles and Responsibilities of Cashier:

- Maintaining Petty Cash
- Handle day to day transactions
- Voucher preparation
- Day to day bookkeeping and filing
- Providing salaries to the employees.

Roles and Responsibilities of Sales executive:

- Demonstrating and presenting products.
- Maintaining accurate records
- Aiming to achieve monthly or annual targets.
- Builds business by identifying and selling prospects, maintaining relationships with clients.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Contributes to team effort by accomplishing related results as needed.

Achievements:

- Best sales executive of the month.

Personal Details:

Name	: Pavitra B
Date Of Birth	: 22-04-1987
Husband's Name	: Karuna M
Sex	: Female
Nationality	: Indian
Languages known	: English, Kannada and Telugu.
Present address	: Parvathamma Nilaya, #223c, 1 st main, Spoorthi Nagar, 5 th main Are halli, Bangalore 560061.

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

Date:
Place: Bangalore.

Pavithra B.