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|  | KUNDRAPU BINDU PARIMALA

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|  | Hyderabad, Telangana 500059 |  | 929 310 3082 |
|  | bindu.parimala551@gmail.com |

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| **Professional Summary** |

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|  | Personable business professional bringing successful career in financial roles within large and fast-paced corporations. Release-planning specialist trained in advanced Excel modeling. Creative solutions architect with real-time problem-solving flexibility. Experienced Administration & Business Analyst Manager with over 8 years of experience in Paper Manufactured Industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Talented Assistant Manager with excellent conflict resolution skills. Highly effective and knowledgeable at providing outstanding customer satisfaction. |

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| **Skills** |

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| * C, C++, Java, Oracle DBMS (All Basics)
* OPERATING SYSTEM : MS OFFICE.
* Tally ERP 9
* Participated in many competitions like Essay Writing & Debate.
* Office administration
* Account Reconciliation
* Mail handling
 | * Administrative support
* Process Improvement
* Relationship Development
* Business Operations
* Financial Analysis And Reporting
* Operational Improvement
* Business administration
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| **Work History** |

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|  | Assistant Manager *06/2019 to 05/2020* **Kotak Mahindra Bank Limited | HYDERABAD, Telangana*** Monitored cash intake and deposit records, increasing accuracy and reducing discrepancies.
* Generated repeat business through exceptional customer service and responded to customer concerns with friendly and knowledgeable service.
* Handled customer service by dealing with complaints, organizing stock and answering customer questions.
* Applied customer feedback to develop process improvements and support long-term business needs.
* Exceeded sales goals and accomplished business objectives by inspiring staff and promoting target products.
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|  | Business Analyst Manager *09/2011 to 06/2019* **Gampa Alcoats Ltd | HYDERABAD, Telangana*** Designated as Business Analyst (Administration).
* Managed inventory control processes to restore back stock, control costs and maintain sales floor levels to meet customer needs.
* Looking after Purchase, Marketing, Supply chain, Logistics, HR activities.
* Assistance in accounts works such as manual ledgers & voucher writing.
* Able to work on Tally ERP 9 (Computer Accounting).
* Knowledge in GST filing etc.,
* Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
* Kept digitized records organized for easy updating and retrieval by authorized team members.
* Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
* Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
* Processing for Export & Import payments like Swift transfers, LC’s, custom clearance process etc.,

ACCOUNTS Manager *08/2020 to Present* **Gampa Alcoats Ltd | HYDERABAD, Telangana*** Preparing Vouchers, Invoices in Tally Accounting Software
* Looking after Account Receivables & Payables.
* Assistance in Internal Audit.
* Able to work on Tally ERP 9 (Computer Accounting).

 Knowledge in GST filing etc., |

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| **Education** |

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|  | Bachelor of Science | Computer Applications**SIDDHARTHA DEGREE COLLEGE FOR WOMEN, Hyderabad** * Majored in Computer Applications
* Other Subjects MicroBiology & Chemistry
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|  | Bachelor of Education | Biological Sciences And English**SRI VENKATESWARA COLLEGE OF EDUCATION, TUNI, Andhra Pradesh**  |

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| **Additional Information** |

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|  | * To work hard with sincere and determine to enhance my skills and challenging and interesting position in a well established corporate organization with an environment conductive for continue personnel and professional growth, organization growth and self to obviated growth oriented and responsible position.
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| **Hobbies** |

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|  | Listening to MusicBrowsing InternetLearning new things in Profession related. |

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