

# CURRICULUM VITAE

**Prashanth Kumar Odela**

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## **CAREER OBJECTIVE**

Aim to be placed in a challenging organization that gives me scope to enhance my knowledge & skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization thereof.

## **EDUCATIONAL PROFILE**

- ✓ MBA(HR/FIN)from Osmania University in 2010 with 71% aggregate.
- ✓ B.Com (GEN) from Kakatiya University in 2007 with 77% aggregate.
- ✓ Intermediate (MPC) from Board of Intermediate Education in 2004 with 64% aggregate.
- ✓ SSC from Board of Secondary Education in 2002 with 58% aggregate.

## **SOFTWARE EXPOSURE**

Packages : MS-Office.  
Accounting Tools : Focus, Tally.

## **WORK EXPERIENCE**

- ✓ Working as Senior Accounts Executive – Accounts Department in *Nifty Labs Private Limited, Hyderabad* from 12<sup>th</sup> January 2021 to till date.

### **ROLES & RESPONSIBILITIES:**

- Updating the ledger books and bank reconciliation statements on daily basis.
  - Tracking payments to internal and external stakeholders.
  - Maintaining and updating ESI records of the employees and monthly returns.
  - Registration of PF accounts and documentation of the employees.
  - Maintaining day to day Attendance sheet of employees.
  - Handling the salary statements (H.O & Branch office) and updating the records on monthly, yearly basis.
  - Processing tax payments and returns.
  - Updating the Annual Survey of Industries (ASI) returns.
  - Managing the company bank accounts and issuing cheques.
- ✓ Worked as Accounts Manager - Accounts Department in *NOVA College of Engineering and Technology* from 02<sup>nd</sup> July 2018 to 30<sup>th</sup> September 2020.

- ✓ Worked as Deputy Admin Manager in *Crux Management Services Pvt ltd* from 1<sup>st</sup> May 2013 to 30<sup>th</sup> May 2018.
- ✓ Worked as HR Manager in *Raghavendra Multi Specialty Hospital* from 1<sup>st</sup> May 2012 to 30<sup>th</sup> April 2013.
- ✓ Worked as HR- Assistant in *Viba-Tel*, Trimulgherry, Secunderabad from May 2010 to April 2012.

### **SKILLS**

- ✓ Knowledge of Accounting Practices.
- ✓ Ability to Prepare Financial Statements.
- ✓ Knowledge of General Business Practices.
- ✓ Ability to Analyze Data.
- ✓ Accounting Organizational Skills.
- ✓ Time Management Skills

### **PERSONAL DETAILS**

|                 |   |   |
|-----------------|---|---|
| Name            | : | O. Prashanth Kumar  |
| Father's name   | : | O. Satyanarayana  |
| Date of birth   | : | 16 – 08 – 1984  |
| Languages Known | : | English, Hindi and Telugu.  |
| Marital status  | : | Married   |
| Nationality     | : | Indian  |
| Address         | : | Flat No: 102, JSR Arcade,<br>Kakatiya Nagar,<br>Bandalguda,<br>Keesara Mandal,<br>Hyderabad – 501301. |

### **DECLARATION**

I hereby confirm that all the above written particulars are true to the best of my knowledge.

Date:

Signature

Place:

(O. Prashanth Kumar)