

Gaja Sandeep

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ACADEMIC QUALIFICATIONS

Year	Degree	Institute
2013	B.Com	Badruka College of Commerce, Hyderabad, Telangana.
2009	XII (Board of Intermediate)	Gowtham Junior College, RTC, 'X' Road, Hyderabad, Telangana.
2007	X (SSC)	The Mother's High School, Hyderabad, Telangana.

EXPERIENCES

Worked as "**Office Assistant & Admin**" in **Citaderm Pharma Pvt. Ltd.**, Tirumalagiri, Hyderabad **Dec 2018 to June 2019**

- Maintain the daily account transactions using Excel.
- Handling the Bank office works in passing Bills and Cheques.
- Ensuring all payments amounts & records are accurate.
- Keep stock of office supplies and place orders when necessary.

Worked as "**Office Assistance**" in **PJR Constructions**, Himayatnagar, and Hyderabad. **July 2015 to Nov 2018**

- Maintain the records of labor requirements and dispatch workers to constructionsites.
 - Settling the construction workers payouts.
 - Handling the Bank office works in passing Bills and Cheques.
 - Maintain the daily account transactions using Excel.
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Core Competencies

- Familiar with TALLY ERP-9
 - Microsoft Excel

CERTIFICATIONS/WORKSHOPS/SEMINARS

- Certification Course in Tally ERP -9.
- Certification Course in Microsoft Office.

PERSONAL DETAILS

- Nationality : Indian.
 - Address : H.NO: 11-3-664/195,
Sanjeevapuram, Parsigutta, Secunderabad, Hyderabad,
and Telangana 500061.
 - DOB : 13th Dec 1990.
 - Marital status : Married
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