

MANOJ PEDAMALLU
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PROFESSIONAL AND ACADEMIC CREDENTIAL:

COURSE	INSTITUTION	YEAR	%	ACHIEVEMENTS
CA-Final Group 2	ICAI	May 2025	56%	Cleared in First Attempt with Exemption in 2 subjects
CA-Final Group 1	ICAI	Nov 2024	56%	Cleared in Second Attempt with Exemption in 1 subject
B.com (GEN)	AKNU University	Feb 2022	-	Have to appear for One exam in 5 th Semester.
CA-Inter Group 2	ICAI	June 2021	56%	Cleared in First Attempt with Exemption in 2 Subjects
CA-Inter Group 1	ICAI	Nov 2020	62%	Cleared in First Attempt with Exemption in 2 subjects
CA-CPT	ICAI	June 2019	58%	
Class-XII	Akhil Junior College	Mar 2019	92%	
Class X	Sama School	Mar 2017	9.8CGPA	10 CGPA in 4 Subjects

WORK EXPERIENCE: Article Assistant, J S Sundaram & Co (August 2021– August 2024).

Statutory Audit:

- Finalization of books of accounts involving closing of significant audit observations and preparation of draft audit report.
- Review and finalization of Financials statements including review of Disclosures & Presentation as per Schedule – III.
- Assisted and led audit team in finalizing audit reports of various entities primarily in the IT sector.
- Conducted compliance audit for one of the leading company in the Automobile industry ensuring adherence to internal policies and industry standards across multiple locations in India.
- Assisted in preparing and updating Fixed Assets Register of a Rated 4 Data Center and Physical Verification and Tagging of such Fixed Assets to Ensure Accurate Tracking and Compliance.
- Held MIS Review Calls, provided Cost Analysis reports and assisted in Budget preparation.

Taxation:

- Conducted Advance Tax Computations and Tax Liability Computations, and filed Income Tax Returns for companies, individuals, partnership firms, and trusts.
- Conducted Tax Audits, preparing form 3CA, 3CB, and 3CD, ensuring adherence to relevant sections of the Income Tax Act and Form 10BD
- Compliance of various withholdings like TDS under consideration and filed TDS returns (Form 24Q and 26Q).
- Handled compliance of Monthly GST Returns (GSTR1 and GSTR3B) and Annual Returns (GST Audits) across diverse clients covering both Regular Tax payers (GSTR 9) and those under Composition scheme (GSTR 4).
- Performed detailed Reconciliation of ITC in form GSTR-2A with Audited Financials.
- Filed GST Refund Applications under various categories including Exports (with/without tax), Inverted Duty Structure and Excess Cash balance along with requisite documentation.

Concurrent Audit:

- Conducted Concurrent Audit of a Nationalized Bank and dedicated in preparation and submission of monthly and Quarterly Reports.
- Verification of documentation of Sanctioned and Disbursed Loans and Advances in accordance with Bank policies and Industry norms.
- Account monitoring and Reported on NPA and Non-Operative Accounts to Branch and Zonal Office.

TECHNICAL SKILLS:

- Proficient in Microsoft Office Suite: Word, Advanced Excel and Tally, Zoho Books, Quick-books.
- Completed Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) conducted by the ICAI.

SKILLS:

- Proactive, Quick learner, Ability to work on stringent deadlines and manages the team effectively.

LANGUAGES:

- Telugu, English, Hindi