

CA Charishma Gopavarapu

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SUMMARY

Detail-oriented and results-driven Finance Professional with over 4 years of diversified experience in audit, taxation, and accounting. Expertise in statutory audits, internal audits, tax compliance, GST filings, and financial reporting. Proven ability to manage end-to-end accounting processes, respond to tax notices, and support statutory and internal audits.

EDUCATION

COURSE	YEAR	INSTITUTION	MARKS	REMARKS
Chartered Accountant	May 2025	Institute of Chartered Accountants of India	50%	Scored an exemption in AFM and Economic Laws
B.COM.	March 2017	Osmania University, Hyderabad	70%	Passed with Distinction
Intermediate	March 2014	CMS Junior College	96.2%	Secured State Second Rank In Intermediate First Year
Class X	March 2012	The Nalgonda Public School	10 CGPA	Achieved 10 CGPA (A1 grade in all subjects) under CBSE Grading System

WORK EXPERIENCE

Associate Client Accountant II (Hong Kong)– CSC Global, Bangalore

Jan 2025 – Present

- Managed day-to-day accounting, including bank reconciliations, invoice processing, and accrual entries.
- Handled intercompany transactions and expense allocations.
- Conducted monthly financial analysis and variance reporting.
- Posted FX gains/losses and mapped vendor/customer accounts.
- Responsible for month-end closures and preparation of Annual Management Accounts.
- Assisted clients during statutory audits and set up accounts in Viewpoint, including chart of accounts configuration.

Audit Assistant at A.V. Raghunadha Rao, Chartered Accountants, Hyderabad

June 2022 – Sep 2024

- Conducted statutory audits of private limited companies in the manufacturing and construction sectors (T.O > ₹100 Cr).
- Filed annual returns for companies under the Companies Act, 2013.
- Prepared and filed income tax returns and GST returns for individuals, corporates, and partnership firms.
- Drafted and submitted responses to income tax notices; supported appeal preparation for tax assessments.
- Assisted in preparation of financial statements and MIS reports.

Audit Assistant at Suddala & Associates, Chartered Accountants, Hyderabad

May 2021 – April 2022

- Performed internal audits for trading and manufacturing companies to assess compliance and risk controls.
- Supported tax audit procedures for individuals and private limited companies.
- Assisted with GST and TDS return filings and stock audits.
- Contributed to the drafting of project reports and financial statements.

Article Assistant at K. Srinivas & Co., Chartered Accountants, Hyderabad

April 2017 – April 2020

- Finalized accounts for individuals, firms, companies, and trusts.
- Filed income tax returns and TDS returns.
- Participated in statutory audits of banks and mid-sized enterprises.
- Prepared GST monthly and annual returns and managed annual filings of companies.

ADDITIONAL SKILLS

Technical Skills	<ul style="list-style-type: none">Accounting Software: Tally ERP, Viewpoint, SAP, QuickBooksTaxation Tools: Genius, Computax, ClearTDSProductivity Tools: MS Excel, MS Word
Languages Known	English, Hindi, Telugu
Strengths	Problem Solving, Adaptability, Quick Learner