

CA Charishma Gopavarapu

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SUMMARY

Detailed-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

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| 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 |