

# Sairam

✉ s.sairamh@gmail.com ☎ 7097771130 📍 Hyderabad, India 📅 09 Sep 1997 in LinkedIn

## PROFILE

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Transparent, organized, and flexible accounting graduate with practical experience. Desire to work in roles in accounting, auditing, and taxation to grow under the expertise of senior accountants as I utilize my proficiency and workability.

## PROFESSIONAL EXPERIENCE

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Jan 2020 – Jan 2023  
Hyderabad, India

### **Accounts, Audit, and Taxation intern**

*B R R & Associates*

- Managed 30+ clients as directed by my principle employer.
- Performed **book keeping, reconciliations, workings, maintenance of documents, preparation of reports for management decisions.**
- Preparation and filing of reports so as to meet **statutory compliances like GST, TDS, EPF, ESI etc.,**
- Preparation and presentation of **financial statements in accordance with Companies Act, 2013.**
- Making Compliance with **Accounting Standards.**
- Conducted **Inventory Audits.**
- Filing of **e-forms related to Companies Act, 2013.**
- Conducted **Statutory audit** for companies in the industry of **Construction, Manufacturing, IT sector.**
- Filing of **Tax Forms like 15CA and Other Forms** for compliance with Income Tax laws.
- Always met target date relating to statutory compliance, saving penalties.
- Performed effectively and completed tasks within the time, saving a penalty of a few lakhs.
- Led a team of three who achieved high productivity, covering 30% of the revenue of the firm in a year.
- Conducted audits and found deviations in standard operating procedure, saving a client from possible fraud.
- Proactively identified and communicated problem areas and their resolutions as related to a tax assessment issue for a client, saving the client from a tax liability of over Rs 20 lakh.

## EDUCATION

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2016 – 2019  
Hyderabad, India

### **Bachelor of Commerce**

*Avinash College of Commerce*  
GPA - 8.47

## COURSES

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Hyderabad, India

**Integrated course on Information Technology and Soft Skills**  
*Institute of Chartered Accountants of India*

## TECHNICAL SKILLS

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Tally ERP

Microsoft Excel

- *Lookup functions*
- *Data analysis*
- *data presentation*
- *Pivot tables and other excel proficiency*

Accounting standards

Accounts Reconciliation

Bookkeeping

Microsoft office Applications

Zoho

Preparation of financial statements

Statutory Compliances

Microsoft Word

Microsoft Powerpoint

Basics of HTML, C, C++

## SOFT SKILLS

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|--------------------------------------------|---------------------------------------|-----------------------------------------------------|
| • Handle multiple tasks and meet deadlines | • Critical thinking & problem solving | • Effective communicator both orally and in writing |
| • Versatile and quick learner              | • Handle matters with discretion      | • Responsible and possesses leadership qualities    |
| • Work well individually & within a team   | • Responsible and ethical             | • Prioritize and manage time effectively            |
| • Up-to-date with technology               |                                       |                                                     |

## INTERESTS

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Playing Chess (*Elo ratings 1400*) | Reading Books

## LANGUAGES

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English • Hindi • Telugu