

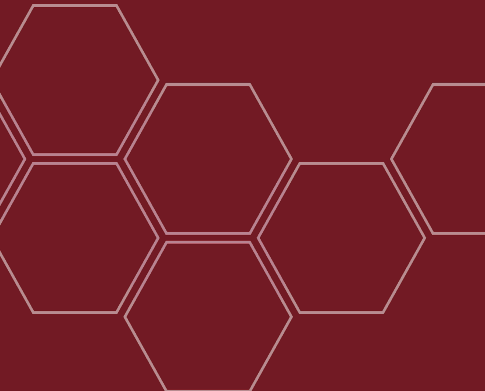
G K K Durga Annapurna

Taxation & Accounts Manager

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- Senior Tax Accountant with over 10+ years of experience in accounting and taxation. Possessing a Master's degree in finance, I specialize in tax accounting, including the preparation and filing of income tax returns for individuals and non-individuals. I am well-versed in handling TDS and TCS returns, payroll processing, and conducting income tax inductions for employees, and proficient in utilizing accounting software such as Tally Prime, ERP9, Zoho Books, Reylon, and Winman Tax software. Known for being detail-oriented and dynamic, I am actively seeking advancement opportunities within reputable and growth-oriented organizations.

EMPLOYMENT HISTORY

Aug 2023 - Present	Manager-Accounts Outsourcing -> Numbro Consulting Pvt Ltd, Hyderabad <ul style="list-style-type: none">• Establish and maintain strong relationships with clients, understanding their accounting needs, and acting as the main point of contact for any queries or concerns. Ensure excellent customer service to meet client expectations.• Oversee the day-to-day accounting operations for multiple clients, ensuring that all financial transactions, including bookkeeping, accounts receivable, accounts payable, payroll processing, GST Returns, PF, PT, ESI and tax compliance are accurately and promptly handled.• Quality control processes to review and verify the accuracy of financial records, reports, and tax filings before delivering them to clients. Ensure compliance with accounting standards, legal regulations, and client-specific requirements.• Lead and supervise a team of accountants and finance professionals who handle various client accounts. Provide guidance, training and performance feedback to maintain a high level of productivity and efficiency.• Filing Statutory compliances within a time frame and auditing for the accuracy of payments
Jan 2023 - Jul 2023	Article Assistant -> Ramasekhar & Associates, Hyderabad <ul style="list-style-type: none">• Handling Income Tax Filings for Corporates, Non-individuals & Individuals, Statutory Audit, TDS, Payroll, Client queries and Reporting Team Meeting Details.• Filing of GST, PT, PF & ESI returns• Preparing and analyzing accounting records and financial statements reports
Jul 2020 - Dec 2022	Article Assistant -> C.K.Partha Sarathy & Co., Bangalore <ul style="list-style-type: none">• Handling Income Tax Filings for Corporations, Non-individuals and individuals, Statutory Audit, TDS, Payroll, Client queries and Reporting Team Meeting Details.• Preparation & Filing of Tax Audit Reports in Form 3CA/CB and 3CD• Preparation & Filing of Form 3CEB & CBCR.• Preparation & Filing of SFT Returns• Preparing and filing of 15CB's & 15CA's for various clients for foreign payments• Confer with taxpayers or their representatives to discuss the issues, laws, and regulations involved in returns, and to resolve problems with returns.• Enter tax return information into computers for processing.• Conduct independent field audits and investigations of income tax returns to verify information or to amend tax liabilities.• Check tax forms to verify that names and taxpayer identification numbers are correct, that computations have been performed correctly, or that amounts match those on supporting

documentation.

- Examine accounting systems and records to determine whether the accounting methods used were appropriate and in compliance with statutory provisions.
- Review filed tax returns to determine whether claimed tax credits and deductions are allowed by law.
- Prepare or assist in preparing simple to complex tax returns for individuals or small businesses.
- Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum.
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns.
- Handled payroll for more than 600 employees holding organizations
- Handled for Filing and issuing of Form 16 to more than 1500 employees holding organizations.

May 2018 - Jul 2020 **Assistant Team Lead -> C.K.Partha Sarathy & Co., Bangalore**

- Handling Income Tax Filings for Corporations, Non-individuals and individuals, Statutory Audit, TDS, Payroll, Client queries and Reporting Team Meeting Details.
- Preparation & Filing of Tax Audit Reports in Form 3CA/CB and 3CD
- Preparation & Filing of Form 3CEB & CBCR.
- Preparation & Filing of SFT Returns
- Preparing and filing of 15CB's & 15CA's for various clients for foreign payments
- Preparing & Filing TDS Returns forms 24Q, 26Q, 27Q & 27EQ
- Preparing Payroll Calculations and salary TDS Computations
- Preparing Salary Breakups, Payroll sheets, FBP and Salary TDS Computations of employees as per Income tax and company guidelines
- Conducting the Payroll Induction for new joiners on monthly basis regarding Income tax guidelines

Mar 2013 - Apr 2018 **Senior Accountant -> AJAY S AGARWAL & ASSOCIATES, Guntur**

- Finalize the day's balance, and prepare and print clients reports
- Investigate and reconcile discrepancies when they occur
- Preparing and analyzing accounting records and financial statements reports
- Assess accurately and confirm to reporting and procedural standards of the reports
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Avoiding outstanding expenses and managing the petty cash
- Handling ledger accounts and keeping the check for any invoices or payments
- Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
- Preparing forms and manuals for accounting and book-keeping personnel
- Preparation of daily, monthly and quarterly reports.
- Preparation and finalization of Accounts, preparation of Financial Statements.
- Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
- Preparing of Cheques, initializing online payments and entry into accounting systems.
- Preparation of Bank Reconciliation Statements and MIS reports.
- Verification of vouchers and involved in auditing.
- Resolving client's queries regarding overdue payments
- Maintain books of Purchases & Sales

Dec 2012 - Mar 2013 **Accountant -> Bhaskar Associates, Guntur**

- Daily Book Keeping of Purchases, Sales, Bank Statements, Expenses
- Maintaining Manual registers for Purchases, Sales & Bank Statements

EDUCATION

Jul 2020 - Pursuing	CA Intermediate -> The Institute of Chartered Accountants of India, Hyderabad
Sep 2009 - Aug 2011	Master of Business Administration (Finance) -> Dadi Institute of Engineering & Technology, Visakhapatnam

SKILLS

- Good theoretical knowledge of laws | • Excellent knowledge of accounting and auditing laws | • Very well versed with Ms-Excel | • Can work efficiently in Tally (All versions), Zoho Books | • Good at quick arithmetic calculation | • Good command over accounting

LANGUAGES

English | Telugu | Hindi | Kannada

Other Certifications

CA Intermediate	<ul style="list-style-type: none">• 90 hours of Orientation Course conducted by ICAI at Banaglore Branch of SIRC.• 100 hours of Information Technology Training (ITT) conducted by ICAI at Bangalore Branch of SIRC.
NCC	<ul style="list-style-type: none">• National Cadet Corps - "NCC - Holder of B and C" Certificates
IRDA Certificate	<ul style="list-style-type: none">• Secured IRDA certification channeled by "METLIFE India" in Dec' 10
Medical Camp	<ul style="list-style-type: none">• Played a key role in organizing the Indo-American Cancer Institute Camp, 2007-08, in Guntur