

# BOJJA MADHAVI

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Address: Visakhapatnam, AP.

## CAREER OBJECTIVE

To work in an organization with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to get exposed to practical areas of work while fulfilling organizational goals and contribute towards continuous growth of the organization.

## EDUCATIONAL QUALIFICATION

### ➤ Professional Qualifications

COURSE	YEAR	BOARD	PERCENTAGE
CA FINAL(G2)	May 2022	Institute of Chartered Accountants of India (ICAI)	53.00 ( % )
CA IPCC	Nov 2016	Institute of Chartered Accountants of India (ICAI)	52.00 ( % )
CA CPT	May 2013	Institute of Chartered Accountants of India (ICAI)	58.00 ( % )

### ➤ Academic Qualifications

COURSE	YEAR	BOARD	PERCENTAGE
B. Com	2016	Andhra University	64.00 ( % )
Class XII	2013	Board of Intermediate (AP)	94.10 ( % )
Class X	2011	SSC	86.00 ( % )

## ARTICLESHIP EXPERIENCE (Work History)

### DUBA & CO Chartered Accountants, Visakhapatnam, India. (Dec'16-Dec'19)

- Executed Statutory, tax, concurrent audits of corporate & non-corporate clients, including site visits.
- Vouching and verification of Exports and other local purchases. Cross checking & casting the proceeds realized from exports, with the help of Shipping Bill and Bank Statements. Verification of trade Receivables and inter transfers of Ledger accounts.
- Review of inventory (Foreign Currency) movements on daily and monthly basis. Physical Verification of foreign currencies of various countries as on the day before commencing audit. Verification of compliance with various RBI norms applicable for respective AD categories.
- Review of internal controls in the areas of documentation of each transaction approved by its Head Office and as per terms & policies framed by the management. Any observations found were rectified at the same time without any delay.
- Prepared internal audit reports & Executive Summary. Analysis of trend & observations found were resolved from past & current period.
- Verification of NPA's and regular verification of balances from time to time. Review of Auction and One Time Settlements process and transactions with ARC. Review of compliance procedures followed by the bank with respect to SARFAESI Act 2002.
- Preparation & Analysis of financial statements including notes to accounts and projections & Filed Income tax returns, GST returns for individual & corporate clients.
- Supervising and mentoring junior staff and reviewing work papers to ensure they meet relevant internal standards.

**Personality & Technical Traits :-**

- Curious to learn new technologies & methods to perform the work in an effective way.
- Proficient with MS word, MS Excel, Tally ERP & also the latest GST Tally Version.
- Proactive work ethos.

**Achievements & Others :-**

- Secured 7<sup>th</sup> Rank in AUCET October, 2020 Entrance Exam conducted by Andhra University
- Answering questions in Chegg education tutorial.
- Currently pursuing CA Final, M.com.

**Other Personal Details :-**

Name	: B. Madhavi
Father Name	: B. Sanyasi Rao
Date of Birth	: 04 <sup>th</sup> March, 1996
Languages known	: English, Telugu
Sex	: Female
Marital Status	: Unmarried
Nationality	: Indian
Religion	: Hindu

**Interests :-**

- Playing tennis, listening music.

**Declaration :-**

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

(B. Madhavi)

Place: