

RESUME

CA. SUJATHA BALAM

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Personal Data

Date of Birth : 06 march 1992

Sex : Female

Nationality : Indian

Marital Status : married

Languages Known : English & Telugu

Blood Group : B+ ve

Objective

To be involved in work where I can utilize skill and creativity involved with system and I am looking forward for an appropriate joining with your good self so that I would be able to make a valuable contribution to the organization and also to build up a good professional career.

Educational Qualification

	Year of Passing	Board / University
C.A. – Final	Group-II (Qualified) 2021	The Institute of Chartered Accountants of India
C.A. – Final	Group-I (Qualified) 2017	The Institute of Chartered Accountants of India
C.A.- IPCC	2013	The Institute of Chartered Accountants of India
C.A.- CPT	2010	The Institute of Chartered Accountants of India
Higher Secondary Education	2009	Board of intermediate studies (Andhra Pradesh)
Secondary School Education	2007	Board of Secondary School Education, (Andhra Pradesh)

Professional Experience

RANGITH AND ASSOCIATES, Chartered Accountant FIRM, GUNTUR

Audit Assistant

(MARCH 2012-MARCH

2015)

- Vouching, Verifying and scrutinizing the ledgers of various heads of balance sheet and profit & loss.
- Verification of Statutory compliances of companies, partnerships and proprietorships.
- Passing of Journal entries & filing of form 15CA&15CB.
- Preparation of Projected and provisional financial statements.
- Preparing & finalizing the financial statement of software, Manufacturing companies, proprietorships and partnership firms.
- Internal audits of various companies.
- Involving in Tax Audits and filing Tax Audit Reports of Companies, partnership Firms.
- Filing of income tax returns Individuals, Partnership Firms.
- TDS Compliance and filing of E-TDS returns.
- GST registrations.

Computer Proficiency

- Exposure to MS Office
- Exposure to Accounting package like Tally ERP 9.

Competencies

Committed to deadlines and schedules
Self-motivated
Ability to work under pressure conditions

Declaration

All the above information provided are true to the best of my knowledge and belief.

Place: DHARMAVARAM

Date :

(CA. SUJATHA)