

NAME: China Malleswari Vaddavalli

Sr Accountant

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Mobile:+91-9703985985

PROFILE SUMMARY

- **Having 8+ years of overall experience. To get professionally acquainted and obtain a rich work experience that will enable me to pursue a career in Finance & Audit Domain.**

EXPERIENCE-1

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|--------------|---|
| Company Name | CoreGlobal Information Technology Private Limited |
| Duration | June 2019 to Continue |
| Role | Sr Accountant |

Contributions:

- maintaining and statutory books of accounts viz, journal, ledger, cash/ bank book and subsidiaries in compliance with time & accuracy norms.
- Reconciliation of Bank Statement, GST, Vendor, Customer etc
- Administering Books of Accounts & supervising the finalization of year end statements as per set standards.
- Coordinating in the preparation, maintenance and filing of projected P&L Account, Balance Sheet as required by bank authorities / financial institutions.
- Preparing and filing TDS/Service tax returns /GST Returns/EPF filing/ESI filing/PT filing.
- Ensuring timely filing of returns such as TDS, GST & Service Tax as per relevant acts & interfacing with Tax Auditors/regulatory authorities for assessments, remittances.
- Interest for calculation as per RBI Guidelines & Bank authorities if any changes is there will be follow up to the bankers.
- Issue for the Form 16 & 16A
- If GST is not credit will follow to the Vendors.
- Preparation and finalize the books of accounts for IT returns.
- Renewals for Trade license, LUT etc.

EXPERIENCE-2

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|--------------|--------------------------------|
| Company Name | Thoran Paper Product Unit 1 |
| Duration | December 2014 to November 2017 |
| Role | Accountant |

Contributions:

- maintaining and statutory books of accounts viz, journal, ledger, cash/ bank book and subsidiaries in compliance with time & accuracy norms.
- Reconciliation of Bank Statements & GST etc
- Administering Books of Accounts & supervising the finalization of year end statements as per set

standards.

- Coordinating in the preparation, maintenance and filing of projected P&L Account, Balance Sheet as required by bank authorities / financial institutions.
- Preparing and filing TDS/Service tax returns /GST Retunes/EPF filing/ESI filing/PT filing of the Firm
- Ensuring timely filing of returns such as TDS, GST & Service Tax as per relevant acts & interfacing with Tax Auditors/regulatory authorities for assessments, remittances.
- Interest for calculation as per RBI Guidelines & Bank authorities if any changes is there will be follow up to the bankers.
- Issue for the Form 16 & 16A
- If GST is not credit will follow to the Vendors.

AUDIT ASSISTANT

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|--------------|----------------------|
| Company Name | S Venkatadri & CO |
| Duration | Nov 2011 to Oct 2012 |
| Role | Audit Assistance |

Contributions:

- Concurrent Audit, Statutory audit & Tax Audit.
- Checking data, maintaining, and scrutinizing statutory books of accounts viz, journal, ledger, cash/bank book and subsidiaries in compliance with time & accuracy norms.
- Reconciliation of Bank Statements& GST etc.
- Administering Books of Accounts & supervising the finalization of year end statements as per set standards.
- Coordinating in the preparation, maintenance and filing of projected P&L Account, Balance Sheet as required by bank authorities / financial institutions.
- Preparing and filing income tax / TDS/Service tax returns /GST Retunes/EPF filing/ESI filing/PT filing of the companies.
- Administering successful completion of company audit and concurrent and internal Bank audit.
- Reviewing and verifying records, external auditing and recommending modifications or changes while ensuring all procedures are followed.
- Ensuring timely filing of returns such as TDS, GST & Service Tax as per relevant acts & interfacing with Tax Auditors/regulatory authorities for assessments, remittances.
- Registration: GST, Trade License, ESI, EPF, MSME

ARTICLES ASSISTANT

| | |
|--------------|----------------------------------|
| Company Name | Chittipothula Ramanjaneyulu & Co |
| Duration | April 2008 to oct 2011 |

- **Finance & Accounts:** Implementing debtors accounting / financial systems with a view to ensure smooth accounting operations and facilitate internal financial control. Designing monthly closing of accounts with supporting schedules. Managing all types of banking transactions, Bank Reconciliation Statement and finalizing accounts. Presenting a true and fair view of the financial position by reconciliation of financial statements. Preparing monthly MIS specifying the gross profit margins.
- **Budgeting:** Formulating budgets and conducting variance analysis to determine difference between projected & actual results and implementing corrective actions.

- **Auditing / Taxation:** Maintaining routine accounting transactions records and liaising with Banks and Company Auditors. Coordinating with Auditors, finalizing Tax Audit; evaluating internal control systems/ procedures with a view to highlight shortcomings and implementing necessary recommendations. Procuring of C & G forms & Central Excise assessments.
- **Stock Accounting:** Handling the inventory control and debtors & creditors control for generating weekly MIS reports. Material ordering by setting up of Min stocks & Max stocks level. Signing authority of Delivery challans, Invoices, Material receipt notes, sales return & purchase return Notes.

Qualification

- **MBA (Finance),**
Loyola Institute of Technology & Management College, JNTU-K (2012 - 2014).
Specialization: *Major in Finance & Allied in HR*
- **Bachelor of Commerce** Acharya Nagarjuna University (2004 - 2007),
Specialization: *Major in Accounts & Allied in Commerce*
- **Passed the 100-hours Information Technology Training (ITT) organized by ICAI.**

TECHNICAL SKILLS

- ERP : Tally & Quick Books,
- Packages : MS-Office
- Tools : Jeera, ALM, Service Now, Box

STRENGTHS:

- Innovative & Quick in adapting to any situation.
- Excellent communication, presentation & interpersonal skill

PERSONAL DETAILS

Husband Name : Vasu Vaddavalli
 Languages Known : English and Telugu
 Address : Nizam Pet,
 Hyderabad
 Marital Status : Married

DECLARATION

I hereby declare that all the above information is genuine and accurate to the best of my knowledge.

Date:

V. Malleswari

Place: Hyderabad