

# K SHIVA PRASAD REDDY

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## SUMMARY

Aspiring finance professional with practical experience in accounting, taxation processes. Supported key financial tasks such as financial statement preparation, GST filings, and transaction recording during internships. Adept at collaborating with teams to ensure process efficiency and compliance. Currently pursuing advanced accounting skills in TallyPrime to enhance business decision-making capabilities.

## SKILLS

- MS Excel
- Accounting
- Income Tax Returns (ITR)
- TallyPrime
- GST Filing

## EXPERIENCE

### Junior Accountant Apprenticeship

Dec 2023-Nov 2024

**Kosuru Praveen & Associates Chartered Accountants** - Hyderabad, India

- Assisted in preparing and reviewing financial statements, including balance sheets, profit and loss accounts, and cash flow statements for various clients.
- Supported the bookkeeping process by maintaining accurate records of daily transactions, ensuring all entries were recorded in the correct ledger accounts.
- Prepared tax returns for individuals and businesses, including GST, and income tax filings, under the guidance of senior accountants.

## EDUCATION

### Avinash College of Commerce (ACC)

Hyderabad, TS

Bachelor of Business Administration (CGPA: 7.81/10.00)

June 2024

### Sri Chaitanya Junior College

Kurnool, AP

Board of intermediate education (CGPA: 8.9/10.00)

March 2020

## PROJECTS

### A Study on Financial Position and Performance Analysis of Information Technology Company

- Conducted a comprehensive financial analysis of an IT company to assess its financial health and performance.
- Analyzed key financial statements (Balance Sheet, Income Statement, Cash Flow Statement) to evaluate profitability, liquidity.
- Performed trend analysis to track company performance over multiple fiscal periods.
- Identified strengths and weaknesses in the company's financial structure and market position.

## TRAININGS AND CERTIFICATIONS

### New York Jobs CEO Council Financial Analyst Job Simulation | Forage

Worked on a financial analysis project at an investment bank, focusing on evaluating a potential partnership with BigTechCompany.

### MS Excel for Business | Coursera

### TallyPrime | Udemy