

SAI PRUDHVI RAJ PASUPULETI

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PROFESSIONAL SUMMARY

Being a semi-qualified CA, an accomplished and detail-oriented professional with an overall four years of experience in managing financial operations, preparing financial statements, ensuring regulatory compliance and optimizing accounting processes. Adept in using financial software to enhance decision-making. Strong communicator and team player with a commitment to support organizational growth through strategic financial management.

EDUCATIONAL QUALIFICATION

CA INTER , Institute of Chartered Accountants of India Group-II (173/300) - May,2023 Group- I (200/400) - May,2019	2023
M.B.A in FINANCE , JNTU - Kakinada Pass percentage - 68.3 %	2018 - 2020
B.COM , AKNU - RAJAMAHENDRAVARAM Pass percentage - 60.3 %	2014 - 2017
CA CPT , Institute of Chartered Accountants of India CA - CPT (102/200) - June,2015	2015
INTER - M.P.C. , Board of Intermediate Education, A.P. Pass percentage - 85.2 %	2012 - 2014
S.S.C - 10th , Board of Secondary Education, A.P. Pass percentage - 9.3 CGPA	2012

WORK EXPERIENCE

Finance Executive	Jun, 2023 - Sept, 2023
Bookkeeping Intern	Feb, 2023 - Jun, 2023
Tenovia Solutions Private Limited	<i>Bengaluru, Karnataka</i>

I worked as a Financial Executive in a company, which provides E-Commerce services, for providing services such as

- Accounting and Book keeping services using ZOHO books for the preparation of Financial Statements,
- Preparation and analysis of monthly, quarterly, and annual financial reports, ensuring accurate representation of company performance
- Manage accounting, including accounts payable and receivable, bank reconciliations, general ledger, and period-end closing adjustments,
- Collaborate with auditors during statutory audit, ensuring the timely and accurate submission of financial statements,

- Monitored daily cash flows and provided insights into optimizing the company's financial position.
- Ensure compliance with corporate policies and relevant tax regulations
- Prepared tax returns, and ensured timely payments in compliance with local and international tax laws
- Filing of GST, TDS, PF, PT returns in compliance with laws and regulations.

Article Assistant

Jun 2020 - Feb 2023

Sarma and Rao

Anakapalli, Andhra Pradesh

As an Article assistant in the CA Firm, I performed and involved in various works such as

- Preparation of Financial statements, Accounting and bookkeeping services
- Filing of Income tax returns for diverse client base
- Filing of GST, TDS, PF & PT returns of various clients
- Reviewed and analyzed financial data to identify discrepancies, improving the accuracy of financial records
- Using software tools like Winman, Saral TDS & Clear tax for the filing of returns
- Filing Tax Audits for various types of clients like Individuals, Partnership firms, Trusts & Societies
- Involved in the statutory audits of New India Assurance Ltd and MMTC Ltd audits.

TECHNICAL SKILLS

Accounting Software: Tally, Zoho books

Financial Analysis Tools: MS Office

Tax Software : Winman, Clear tax, Saral TDS

STRENGTHS

- Quick Learner & Pro-active
- Analytical thinking and Problem-solving
- Good Communication & Interaction Skills
- Team Leadership & Collaboration

PERSONAL PROFILE

- **Nationality :** Indian
- **Languages known :** English, Hindi & Telugu(Native)
- **Gender :** Male
- **Date of Birth :** 14th June, 1997
- **Marital Status :** Unmarried