

C.Raviteja

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CAREER OBJECTIVES

Seeking challenging assignments in the domain of Account, Finance, Auditing & Taxation with growth-oriented organization where I can utilize my professional knowledge by seeking opportunities for professional growth and advancement and to contribute towards organization 's goals

WORKING EXPOSURE

As an Article Assistant in Ramanatham & Co Chartered Accountants & Manager in Srikanth & Co Chartered Accountants

Responsibilities: Efficiently worked as Audit Assistant and worked as an effective team member and as a team manager for handling the Statutory Audits & Tax Audit assignments.

Highlights:

Statutory Audits

- Analysis of Draft Financial Statements including notes to accounts.
- Ensuring compliances of TDS, applicable accounting standards.
- Depreciation as per Accounting Standard 6 and as per schedule II of Companies Act 2013.
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance.
- Physical Verification of Fixed Assets & Closing Stock.

Bank Audits

- Responsible for developing and maintaining the auditing plan of the bank.
- Make documentation of audit papers.
- Compilation of various forms at zonal level.
- Preparation of **Long Form Audit Report (LFAR)**.
- Checking Memorandum of Changes.

Tax Audits

- Filing of Income Tax returns of Limited Companies, Private limited companies, Partnership firms, Sole proprietor.
- Preparation of Form **3CA**, **3CB** and **3CD** reports.
- Compliance with TDS Provisions.
- Compliance with various sections of Income Tax Act mentioned in Form3CD.
- Compliances with various sections of Goods & Service Tax Act.
- Filing of GST returns like, GSTR-3B, GSTR-1, GSTR-2 etc.

Other Ancillary Activities

- Responsible for bookkeeping, file & documents maintenance, maintenance of accounts, finalization of books for audit.
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.
- Filing of documents and Returns with Minister of Corporate Affairs & Income Tax Department.
- **Worked as Productions & logistics Manager at Mars & Co for 3 years**

Major Clients Handled

Name of Client	Assignment	Responsibility
State Bank Of Travancore	Statutory Audit	Team Member
Aaltramed Healthcare ltd	Statutory Audit, Tax Audit	Team Leader
Cosmic kayka technology solutions Pvt Ltd	Statutory Audit, Tax Audit	Team Leader
Solarnics Engery Pvt Ltd	Statutory Audit, Tax Audit	Team Leader
Mars & Co	Production & Logistics	Manager

ACADEMIC QUALIFICATINS

Qualification	Institution	Year of Passing	% Marks
C.A. – IPCC(Group 1)	ICAI	Nov 2012	51%
B.Com (A & F)	IGNOU	May 2015	71%
C.A. – CPT	ICAI	2011	59%
XII th	State Board	2010	82%
X th	C.B.S.E Board	2008	60%

ACHIEVEMENTS

- Got appreciation from seniors and from clients during Article ship training
- Got 59 marks in Taxation paper of CA Inter
- Won Sicasa-Hyd cricket Trophy at Hyderabad Students association level

COMPUTER LITERACY

- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of "The Institute of Chartered Accountants of India."
- Successfully completed 15 days of General Management & Communication Skills (GMCS-I) in accordance with the requirements of "The Institute of Chartered Accountants of India."
- Comfortable in working with various Windows based packages like MS Office and Accounting packages like Tally, Zoho books, Bookkeeper & Focus Software

PERSONAL DETAILS

Father's Name : C.Rajasekhar Reddy
Date of Birth : 11/10/1993
Nationality : Indian
Language Known : English,Hindi,Telugu
Address : Kukatpally, Hyderabad, Telangana-500072