

# RESUME

## SASHIKALA OGIREDDY

**Email:**  
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**Mobile:** 8341703627

**Permanent Address**  
D.No. 51-17-35, Kranthinagar,  
Nakkavanipalem, Visakhapatnam-  
530013

### **Personal Profile:**

**Date of Birth :** 28.07.1994  
**Sex:** Female  
**Nationality:** Indian  
**Marital Status :** Unmarried  
**Father's Name:** Mr. O BhaskaraReddy  
**Mother's Name:** Mrs. O Dhana Lakshmi

### **Languages Known:**

Telugu, English

## OBJECTIVE

I am a Semi- qualified Chartered accountant seeking a full-time position in the field of Accountancy, Finance and tax planning and want to be associated with a progressive Organization that gives me scope to apply my Knowledge and Skills in today's challenging Business World. To strive for the overall development of myself and enduring value to the organization.

## ACADEMIC CHRONICLE

### IPCC | ICAI

QUALIFIED – NOVEMBER 2019

### M.COM | ANDHRA UNIVERSITY

QUALIFIED – JULY 2018

### B.COM | ANDHRA UNIVERSITY

QUALIFIED – MARCH 2016

### CPT | ICAI

QUALIFIED – JUNE 2012

### INTERMEDIATE | BOARD OF INTERMEDIATE

QUALIFIED – APRIL 2012

### 10TH CLASS | BOARD OF SECONDARY EDUCATION

QUALIFIED – MARCH 2010

## AWARDS

- Received Gold medal at International level in International Children's Art competition.
- Received Prathiba Award for securing District level 7<sup>th</sup> rank in Intermediate (M.E.C)

## WORK EXPERIENCE

### ARTICLE ASSISTANT | JAWAHAR AND ASSOCIATES

FROM JULY 2016 – JULY 2019

- Preparation of financial statements
- Dealing with income tax and GST related issues
- Assisted statutory and internal audits

### PAID ASSISTANT | JAWAHAR AND ASSOCIATES

FROM AUGUST 2019 – AUGUST 2021

- Preparation of financial statements of construction companies, Government

and Non-Government organisations.

- Filing of Income tax and GST returns.
- Internal audits and Stock audit

### **TECHNICAL SKILLS**

- Knowledge in MS Office relevant for accounting purpose.
- Knowledge in Tally ERP software
- Completed technical program of ITT and Advanced ITT certified by ICAI.

### **PERSONAL STRENGTHS**

- Problem solving
- Management
- Active Listening
- Adaptability
- Critical thinking
- Ability to do smart work
- Good administrative skills
- Flexibility

### **EXTRA-CURRICULAR ACTIVITIES**

- Volunteering YOGA camps in Art of living Foundation
- Participated in Essay writing in literary competitions.
- Participated in sports and games meet during secondary school education
- Terrace gardening

### **DECLARATION**

Hereby, I assure that the information furnished above is true to the best of my knowledge. This is for your further information and needful action.

Thanking you,  
Yours sincerely,



**(SASHIKALA OGIREDDY)**