

CURRICULUMVITAE

PENDLI HARI KRISHNA REDDY

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CAREER OBJECTIVE:

To work in dynamic environment that provides me a wide spectrum of experience and exposure. To bring a versatile portfolio of skills at work place and serve the organization with positive attitude and efficiency.

EDUCATIONAL QUALIFICATION:

Course	Year	University/School	Performance
B.Com (Gen)	March 2013	RJC Degree and PG College (Kakatiya University)	57.7%
INTERMEDIATE	March 2009	Sri CV Raman Junior College (Board of Intermediate, Andhra Pradesh)	83.8%
S.S.C	March 2007	BBM High School (Andhra Pradesh State Syllabus)	82%

PROFESSIONAL EXPERIENCE/TRAINING:

Junior Accountant

V CHANDRA HASA & CO., Chartered Accountants (Sole Proprietor) (April 2019 to Till Date)

- ❖ Preparation and maintenance of Books of accounts for various clients.
- ❖ Prepared reports which provided a summary of the forecast company business activity and financial position, and accomplished GST & TDS returns
- ❖ Statutory compliance under Income Tax Act, GST filing of periodical returns, registrations etc.

Junior Accountant

LAKSHMI BALAJI FILLING STATION

(August 2013 to March 2019)

- ❖ Taxation matters, e-filing of Income tax returns and other miscellaneous works.
- ❖ Vouching, Bookkeeping, passing journal entries, and other daily accounting activities.
- ❖ Reconciliation, consolidation, summary and other ad hoc reports.
- ❖ Preparation and maintenance of Books of accounts and accomplished GST & TDS returns
- ❖ Preparation of Final accounts, cash flow statements, bank reconciliation statements and other miscellaneous matters.

COMPUTER PROFICIENCY:

Accounting packages	Tally 7.2 & ERP 9.
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Office Tools	MS Excel, Word, PowerPoint
Others	Completed Information Technology Training Program conducted by ICAI

SOFT SKILLS:

- ❖ Self confident and willing to face new challenges.
- ❖ Self motivation and Positive attitude.
- ❖ Hard Working and interested in learning new things.

PERSONAL PROFILE:

Father's Name	Vidyasagar Reddy Pendli
Date of Birth	21 st September 1991
Gender	Male
Status	Single
Nationality	Indian
Languages known	English, Telugu.
Address	6-48/1, Near Rice Mill , Warangal X Road, Khammam , Telangana - 507003

I hereby confirm that the information mentioned above is true and correct to the best of my knowledge and belief.

Date: 11-10-2021
Place: Hyderabad

(PENDLI HARI KRISHNA REDDY)