

RESUME

NAME : Vasa Teja
E-mail : vasateju@gmail.com
Contact No: 7337087226

Career Aspire:

Desirous to excel a responsible and challenging position in an esteemed organization where my knowledge and experience can be shared and enriched to produce result fidelity.

Professional Qualification:

Course	Institute/University	Marks	Month, Year
CA-IPCC (Group II)	ICAI	158/300	05/2019
CA-IPCC (Group I)	ICAI	208/400	05/2015
CA-CPT	ICAI	168/200	12/2012

Academic profile:

Course	University Board	Percentage	Year of completion
B.Com	Osmania University	70	2016
Intermediate education	Board of Intermediate	92	2012
SSC	Board of Secondary Education	84	2010

Experience:

Worked as Article Assistant at D. Siva Nageswara Rao & Co Chartered Accountants for 3 years from 26/10/2015 to 25/10/2018

Following are the areas of work undertaken by me:

1. Accounting and Financial Reporting

- Book Keeping and Finalization of Accounts of few Companies and partnership Firms

2. Compliances

- Filing of Annual returns (AOC-4,MGT-7) and other compliance forms of companies to Registrar of Companies(ADT-1,CHG-1,CHG-4,DIR-3,ADT-3,MST-14,DIR-11)
- Looked after return filing Compliances of several clients' ESI and Provident Fund, Professional Tax, TDS(Calculations, payments, returns),GST(calculations and returns)

3. Auditing and Assurance

- Have been part of Statutory Audit team conducting Audit of Private Companies, Banks(Statutory and concurrent audit)

4. Taxation

- Income Tax Returns filing of Individuals, Partnership firms, Trusts and Private Companies.
- Working knowledge of GST (Return filings, calculations) and compliances.

5. Technical skill

- Accounting package - Tally ERP9
- Tax Software - Compu Office
- Internet savvy.
- Well versed with MS- Office.

6. Personal profile:

Name: Vasa Teja
Date of Birth: 08/07/1995
Gender: Female
Nationality: Indian
Languages Known: English, Telugu, Hindi

Declaration

I strongly believe that hardwork, consistency & determination are answers of definite success and I will exhibit these virtues fully. I assure you that all the details given above are true to the best of my knowledge.

Thanking You
Vasa Teja
Hyderabad