*Prathap Kuna*

***Professional Summary***

Experienced in Sr. Audit Assistant with 10+ years of experience in [npkuna@gmail.com](mailto:npkuna@gmail.com)

Accounts, Audit and Taxation. Excellent reputation for resolving 9686384619

Problems, improving customers’ satisfaction, and driving overall Bangalore, KA 560050

operational improvements. Consistently saved costs while

increasing profits.

***Skills***

***Work Histroy*** Tally ERP9

***S UMESH & Co Chartered Accountants-Sr. Audit Assistant*** ERP ( Knowledge of SAP FICO)

Bangalore, KA MS Office

11/2015 -Current. Accounts –Book Keeping

***KPMS & Associates Chartered Accountants- Audit Assistant*** GST Computation & Returns

Bangalore, KA Skilled in Software

01/2010 -10/2015. GL Reconciliations

Areas Covered: Accounts Payables

**Statutory Audit:** Accounts Receivables

Verification of Correctness of transactions reflected Tax Reconciliations

in the books of accounts.

Verification of Statutory Compliances with respective Acts.

Verification of statutory records.

Reconciliation of Statutory Liabilities.

Ledger scrutiny.

Checking compliance of various accounting standards in preparation ***Education***  
& presentation of financial statements.

Verification of Depreciation Schedule. 09/2015

Tax Audit: **ICAI**

Performed Tax Audit, computation of Advance Tax Bangalore

and TDS for various Clients. CA Articleship Completed,

Verification of Compliances with Income Tax Act 1961. CA Inter Pursing.

Preperation of Tax Audit Report.

Filing of Income Tax Returns.

Book Keeping Services: 04/2008

Recording of accounting transactions in accounting software **Sri Krishna Devaraya University**

on regular basis as per accounting norms. Anantapur.

Preparing accounting manuals. **B.Com(Computer Applications)**

Preparaing of various Reconciliation Statements. Commerce.

Prepariation of Aging Analyses of Receivables and Payables.

Preparation of Comprehensive documents supporting the transactions.

Handling/preparing/making payments of all statutory areas

relating to **GST, VAT, PF, PT, SERVICE TAX,**

**TDS and E-TDS & other returns.**